CHAPTER 59

ASSIGNMENT PRINCIPLES

(Sponsor: NAVY PEOPLE-CM COMD POLICY SO2C)

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CHAPTER 59

ASSIGNMENT PRINCIPLES

SECTION 1

AIMS OF ASSIGNING/CAREER MANAGEMENT

5901. Assigning Role

Career Managers have details of every position available to Naval Personnel either from an Establishment List, Career Field or General Position, requirement for higher training or a letter of authority for some special or temporary positions. As each position requires filling because of completion of the current incumbent's assignment, sickness or other cause, or as new positions are created, it is the responsibility of the CMs, within their respective branch teams, to identify and nominate a suitable individual for that purpose. The CMs are aware of the range of personnel available with the correct skill sets and experience and take into account any individual preferences. CMs then match individuals to positions reflecting the principles of assigning set out below.

5902. Career Managers' Aims

The aims for Career Managers of Naval personnel are to meet, as far as possible, the following requirements:

a. **Endorsed Current and Future Service Requirement.** The needs of the Service override all other factors with the aim of filling positions with suitable incumbents at the right time with the right skills. This needs to be achieved - against a backdrop of change, the emergence of high priority, short notice requirements and reducing workforce - in such a way that gapping and turbulence are minimised.

b. **Exploiting Skills.** To maximise the return on training investment; consolidating any skills acquired after training and to use such skills for the benefit of the Service.

c. **Career Development Needs.** To plan career progression so that best use is made of personal abilities, whilst broadening experience and providing further training, thereby ensuring that their suitability for promotion is developed and can be properly assessed.

d. **Personal Preferences.** To pay due regard to the wishes of individuals for the type, locality and to some extent the timing of their Assignments, noting where possible their personal and family circumstances (guidance regarding accompanied and unaccompanied service can be found in Chapter 25, specifically Para 2504). The primary means of indicating individual assignment preferences to CMs is via JPA (OJAR, SJAR or Electronic C240) (see Chapter 57 and Chapter 58).

e. **Personnel Functional Standards.** To deliver PFS that lie within their area of responsibility (see Chapter 22).

5903. Factors Affecting the Aims

How far CMs can meet the aims depends on a variety of factors but, principally, how much flexibility they have in terms of the number of people available with the right qualifications at the right time, and how pressing the Service requirement is for individuals with particular skill sets. Consideration should also be given to ensuring that increasing levels of Operational tempo and platform deployment lengths are properly balanced with the needs of our people to plan their lives and be provided with satisfying and rewarding careers. Additionally, no move can be considered in isolation - each has a bearing on the others made at around the same time. The CM must achieve the best possible balance across the three aims - an excellent solution in one case will not be acceptable if it results in a poor solution in another.

5904. Personal Wishes

Individuals are not permitted to select or decline assignments, but, where possible, due consideration is given to personal wishes before deciding on a particular assignment.

SECTION 2

TYPES OF ASSIGNMENT

5905. Introduction

All Career Managers hold a list of positions for the rank or rate within their particular branch that they are required to fill e.g. CM OF WAR SM SO2 has a list of dedicated jobs available for Warfare SM Lieutenants and Lieutenant Commanders. Using position information provided and maintained by Branch Managers (see Chapter 62) and Establishments Administrators (see Chapter 2), they have a 'core plot' which includes all sea and shore-based positions that can only be filled by personnel of that particular rank/rate and specialisation. As well as these 'core' positions there are a number of other types of assignment available to Naval Personnel. These are described in detail through this Chapter and in the accompanying Annexes; other detail on Positions is provided at Chapter 2.

5906. Specific Types of Assignment

Certain specific types of assignment not covered below are covered separately at Chapter 60.

5907. Command Assignments (Officers)

a. Commands are defined as either Sea or Military, and the latter are classified as either Operational or Training and Support and further sub-divided, where appropriate, into subordinate and sub-unit commands, defined as follows:

(1) **Subordinate Command.** Command whose authority is derived primarily through delegation from a higher level of command and which may require the officer to assume the powers and duties of the officer assigned in unit command, e.g. Executive Officer of a ship or shore establishment and Second-in-Command of a Commando unit.

(2) **Sub-unit Command.** To be known as 'Officer Commanding'. This is further subdivided into:

(a) **Operational.** Command of an element of a unit capable of conducting independent operations including combat, combat support or combat service support, e.g. RM Commando Sub-Unit, Fleet Diving Unit.

(b) **Training/Support.** Command of an element of a unit which has significant autonomy in the achievement of its outputs, e.g. Defence Maritime Logistics School, RN Submarine School, Specialist Wings at CTCRM and the Training Groups at MWS.

b. A definitive list of command assignments, eligibility and selection criteria is at Annex 59A. With the exception of sea command at OF5 and OF6 and certain military commands at OF6, there is no intention to change the policy whereby command in one rank is not a pre-requisite for command or promotion to the next rank.

5908. Sea Assignments

a. For a position to count as Sea Service, account will be taken of the applicability of one or more of the following planning guidelines:

(1) A position in a programmable, deployable unit;

(2) A position which has a routine expectation of having a Separated Service level of 122 days (33% of a year) or more per year when averaged over a three-year rolling window (although this is not counted as a PFS);

(3) A position that is mandated as unaccompanied;

(4) An activated crisis position.

b. The guidelines listed above encapsulate RN personnel serving in Ships, Submarines, Units of 3 Commando Brigade RM, Front Line Naval Air Squadrons and Ship's Flights, together with positions that have significant deployable or heavily separated aspects, such as Special Forces and nominated Sea Riders. Those personnel serving in shore positions overseas on Op Tours (including Iraq, Afghanistan and Falklands) will be on Sea Service. Assignment Orders detailing personnel to these designated positions are to show the type of service as 'Sea'.

c. An assignment to a ship or submarine is not always 'sea service'; the following details amplify the circumstances when 'sea service' will apply to ships, submarines and squadrons.

(1) **Ships.**

(a) Sea Service will apply from acceptance date on building, which coincides with its change to 'B' Role crewing (see Chapter 2), until significant (see below) planned maintenance or paying-off.

(b) For all ships, where the planned length of a Ship's maintenance or upkeep period exceeds 3 months from Ship's Staff Move Ashore (SSMA) or Upkeep/Support Start Date (whichever is earlier), to Ship's Staff Move On Board (SSMOB), the service in between these dates will be considered as Shore service.

(c) Where maintenance or upkeep periods are planned to be less than 3 months (as defined above), if the SSMOB is delayed such that there is equal to or greater than 3 months between notification of delay and revised SSMOB date, the period from 1 month after notification of a delay, to SSMOB will be considered as Shore Service.

(d) When paying-off or going for disposal, Sea Service ceases on SSMA, or on the date of transfer of the hull to a foreign Navy.

(2) **Submarines.**

(a) Sea Service will apply from the start of Power Range Testing (PRT) (or Initial Criticality (IC) for upkeep periods of less than 12 months) until three months after arrival at port for upkeep or preparation for disposal.

(b) In the event of upkeep periods of less than 12 months, if the PRT date or IC is delayed such that the time from 3 months after arrival to the revised PRT or IC date exceeds 12 months, then Sea Service will cease one month after the date of notification.

(3) **FAA Positions.** Sea Service will apply to:

(a) Ship's Flights.

(b) Front Line Squadrons.

(c) Certain support units to Front Line Squadrons as designated by Fleet N1.

5909. Changes to Sea/Shore Indicators

It is a NAVY PEOPLE-TRG -HQ-N5 WCM NC WO function to change the Sea and Shore indicators in JPA. CMs will then use these indicators to determine the dates of Sea and Shore Service.

5910. Shore Assignments

Positions designated Shore Service are defined as those that are assessed not to qualify as Sea Service under the above guidelines, nor as LFS under the definition below. This definition captures ships and submarines in long upkeep and air squadrons that are changing airframe over a protracted period, together with conventional shore Positions. This includes service in Emergency Relief Pools (until activated).

5911. Local Foreign Service (LFS)

a. LFS is defined as any assigned Service overseas, including Loan and Exchange Service, in a unit which is not classified as being on Sea Service. This includes all Diplomatic (i.e.. Embassies and High Commissions) and NATO posts, and national units such as RN Gibraltar; it excludes service in the Falklands, the Balkans, British Indian Ocean Territory (previously known as Diego Garcia) and other Op Tours.

b. Guidance for LFS volunteers, their Line Managers and COs can be found at Annex 59B.

c. Guidance for Career Managers on all types of LFS, including Attaché and Embassy Support Staff positions, can be found at Annex 59C.

5912. Augmentation/Dual and Donor Billets

a. Augmentation is an element of Force Generation and is the temporary re-deployment of individuals (regular, reserve or civilian) to wherever they are needed to meet directed operational Military Tasks, Exercises and Events that cannot be achieved within peacetime establishments.

b. Full details of the Augmentation Policy for the Naval Service, including direction on funding and phases of the augmentation process can be found at Annex 59D.

c. There are two types of augmentation which are currently used to achieve the filling of positions for Force Generation and Operations; they are Planned Augmentation and Unplanned Augmentation, which are explained in the following sub-paragraphs.

d. **Planned Augmentation.** Planned augmentation is the filling of operational positions in a pre-planned response to Force Generation. It is achieved by redeploying personnel filling specially annotated, lower priority, peacetime positions to pre-identified crisis positions. Details on how these positions are defined and managed are in Annex 2D. The positions are split into 2 categories, both associated with Crisis (M role) positions:

(1) **Donor Positions.** Donor Positions indicate that the incumbents of these positions are available for assigning to any Crisis (M role) position once activated. There is no annual training commitment although an individual in this category may be called upon periodically to augment a unit during an exercise. Personnel assigned to these positions are made aware of this additional responsibility by instruction in their Assignment Order to their routine assignment. A donor augmentee is at 20 days' notice.

(2) **Dual Assignment Positions.** Dual Assignment Positions are billets that are pre-matched to a specific M role crisis position. The incumbent is assigned to the dual assignment position at the same time as being assigned to their routine assignment position. Remarks on their Assignment Order will provide details of the Dual Assignment. Dual Assignees may be required to undergo induction training and/or attend exercises for their dual assignment. If a nominated Dual Assignee is not available for any reason, the providing unit is initially responsible for nominating a suitable replacement. A Dual Augmentee is at 10 days' notice.

e. Donor and Dual Assignment Positions are indicated in JPA with a 'Y' in the 'A Type Donor' box. Dual position information can be found under 'Additional Detail' on the JPA position front page. A CM guide to actions required for Dual and Donor positions is at Annex 59D Appendix 6.

f. **Unplanned Augmentation.** Unplanned augmentation is the filling of operational positions, usually at short notice, for which there is no established position e.g. ongoing operations. These positions are apportioned to the Naval Service by the Defence Augmentation Cell (DAC) and it is the responsibility of Deputy Director People Delivery (DDPD) Pers Plans to co-ordinate actions to provide a fill for the position. Initially, Pers Plans will approach CMs (of both regular and reserve personnel) in order to provide a Service Person. In the few circumstances, however, when there is difficulty finding a suitable candidate, or a candidate cannot be found within the timescales required, the Higher Readiness Cadre is activated.

(1) **Higher Readiness Cadre (HRC).** The HRC provides a workforce resource to ensure that unplanned operational requirements can be met, by retaining selected personnel at high readiness to deploy. Full details of the establishment, employment and activation of the HRC can be found at Appendix 5 to Annex 59D.

(2) **Personnel for Non-Crisis Requirements.** Officers, Ratings and Other Ranks may be loaned to other ships and establishments for short periods for participation in events such as major exercises, ceremonial duties, military tattoos and other extraneous events. These are events that the Navy Board has agreed should be met from the existing workforce; that is, the Workforce Liability does not include any allowance to grow strength for these purposes. TLBs are responsible for identifying personnel for these events in response to requests by Dir P&T. More detail can be found at Annex 59D.

5913. Career Field (CF) and Joint Assignments (formerly CAPPS) and Other Ranks CAPPS Positions

a. **CF and Joint Assignments (Officers).**

(1) An integral part of career management is broadening; the means by which an officer grows out of their Specialisation (and, eventually, Branch) and becomes fitted for wider assignments in the higher ranks. Career Field Assignments (those designated as being suitable for officers of more than one Branch but are aligned to a particular Career Field), and Joint Assignments (suitable for officers from more than one service) are an important source of broadening opportunities. They are filled through a competitive process, conducted by CM CF Delivery SO1, where CMs bid for positions and the most suitably qualified and experienced person is selected. Opportunity (OPP), Engineering Joint Shared (EJS) and Functional Engineering Shared (FES) positions work in much the same way, except that the competition, conducted by DS Sec or DE&S, is wider - against members of other UK Armed Services or MOD Civilians, for instance.

(2) CF and Joint assignments are managed and administered by CM CF Delivery SO1, who will review CF Officer posts at Commander Level and below on a regular basis and who also monitors officer personnel requirements for additional, un-complemented tasks in conjunction with DDPD Pers Plans.

(3) JSP 755 (Tri Service Positions and Assignments – Instructions) gives all the details for junior (Junior Rotational List (JRL)) and senior (Senior Tri-Service Assignment List (STAL)) tri service assignments. All posts in the JRL are held and managed within the wider CF list by CM CF Delivery SO1 and co-ordinated through CMs. Jobs in the STAL, as with all senior officer assignments, are managed by NA.

(4) Full details of how personnel are selected for Career Field or Joint assignments and advice to CMs on the nomination and assigning process can be found at Annex 59E.

b. **Other Ranks (OR) Common Appointments (CAPPS)**

The introduction of OR CAPPS (moving away from having "General Billets" apportioned to individual CM desks) will enable SP to enjoy a greater variety of roles whilst empowering them to build alternative skills and to facilitate new employment opportunities. The first tranche of this work as at 1 Apr 25 has identified over 100 OR CAPPS positions (OR6 – OR9) aligned with Officer Career Fields to provide the opportunity for broader employment during a later career stage to best suit the skills and experience of the individual. There will be additional tranches in the future, including the possibility to broaden the scope of the scheme to encompass Eng (GS and SM), OR2-OR4 positions and afloat roles. Further information can be found in RNTM 01-039-25 with the policy and associated processes updated in this BR as it is developed further.

5914. Staff Courses and Post Graduate Training

a. Officers and Warrant Officers who wish to be considered as applicants for specific post graduate courses must, in the first instance, consult their CM to discuss the individual circumstances and career planning. Guidance on the courses available and the selection criteria can be found at Annex 59F.

b. Selection for staff courses will be considered by CMs at requisite points in an officer's career. Guidance for selection can be found at Annex 59F.

SECTION 3

LIABILITY OF PERSONNEL FOR ASSIGNMENTS

5915. Sea Service Liability

a. Personnel who are due for sea service, but whose remaining service is insufficiently long, remain liable for short term assignments - this does not apply to the Submarine Service.

b. Individuals will not normally be assigned to sea service for less than 12 months. This period may be reduced to three months for shortage categories and personnel who have submitted 12 months' notice to leave the service.

c. Holdover personnel and those UTS personnel can be assigned to sea going units to fill roles as long as they have the correct safety training.

d. Individuals in the categories below are not to be assigned except on redeployment for war or other emergency:

(1) Whilst on career course for a higher rate.

(2) Whilst on terminal leave.

e. **Re-entries.** Re-entries are to be assigned to Sea Service as if their time outside the Service counted as Shore Service.

f. **Personnel Under 17 Years of Age.** Officers/Rating/ORs under 17 years of age will not be assigned to operational ships or RM units.

g. **Personnel Under 18 Years of Age.** The UK has undertaken to take all feasible measures to ensure that members of its Armed Forces under the age of 18 do not take part in hostilities. The UK, however, understands that Article 1 of the Optional Protocol of the UN Convention of the Rights of the Child would not exclude the deployment of members of the Armed Forces under the age of 18 to take direct part in hostilities where:

(1) There is a genuine military need to deploy their unit or ship to an area in which hostilities are taking place, and

(2) By reason of the nature and urgency of the situation it is not practical to withdraw such persons before deployment, or to do so would undermine the operational effectiveness of their ship or unit, and thereby put at risk the successful completion of the military mission and/or the safety of other personnel.

(3) Further guidance can be found in extant DINs.

5916. Shore Service Immediately Before Leaving the Service

a. Personnel being discharged to pension are to spend their last six months on shore service. For those completing service without qualifying for an immediate pension e.g. as a result of submitting an application for Early Termination or an Optional Exit Point (SM only), the amount of time that individuals will spend on shore service prior to termination, if granted (see JSP 760 Chapter 19 for more details), will be dependent on their length of service from date of entry:

(1) Under 6 years 4 months (but 6 months post-LFS assignment).

(2) 6 years and above 6 months.

b. Due to the exigencies of the Service, personnel leaving the Service prematurely (e.g. Early Termination or Optional Exit Point), particularly those serving in high priority shore positions or on sea service in shortage categories, may be required to complete their assignments (either current or planned future assignments), or part thereof. In such cases, Career Managers will offer an extension to defer the individual's discharge date, in order to allow the appropriate shore service prior to termination and time to complete resettlement activities, in accordance with JSP 534 Para 0399. If the offer of an extension is refused the service person waives their right to have the last 6 months (or 4 months, if they have completed less than 6 years' service) as shore service.

c. Whenever possible, the final period of shore service will be in the First Main Preference area. For those completing a Second Open Engagement or Extended Career, every effort will be made to assign ratings to shore service, in the First Main Preference area, for the final 6 months of 2OE/EC (if up to 5 years in length) or for the final year of 2OE/EC (if over 5 years in length).

d. With regard to personnel who are approaching the end of their Career/ Engagement, Career Managers are to be aware of the potential financial implications of assigning them way from their preference area. Personnel must have an expectation of serving at least 6 months in the establishment or unit to which they are assigned.

SECTION 4

SERVICE IN SUBMARINES

5917. Priority for SM Service

Whilst many SM branches recruit directly, the Submarine Service has a high priority for its workforce and individuals are found on a quota basis from New Entrants and General Service. Volunteers are preferred, however, when insufficient numbers are forthcoming, as is often the case, others are compulsorily assigned in accordance with their terms and conditions of service (see Chapter 51). To track those individuals who have been compulsorily assigned or streamed to the submarine service, and to facilitate downstream application of this policy, a new JPA competence will be added by WFPT to the profile of these individuals to record this status. The following competence will be added: SM|Compulsory Streamed Submarines|Navy.

5918. Ratings return to General Service

On completion of a tour of up to five years' service, any rating compulsorily assigned to submarines is entitled to revert to General Service and cannot then be assigned to submarines again for a further tour unless they volunteer or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. An individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5919. Officers return to General Service

Any Officer compulsorily assigned to submarines is entitled to revert to General Service at specific suitable points in their career, dependent on their profession (see Chapter 51). They cannot then be assigned to submarines again for a further tour unless they volunteer or in an Emergency or under War Conditions. Before individuals volunteer for, or are assigned to, the Submarine Service, Divisional Staff and/or Line Managers are to check that the individual is fully qualified in accordance with Chapter 51. An individual recruited directly to the Submarine Service will not be entitled to revert to General Service but may apply for a branch transfer (see Chapter 51).

5920. Medical Standards

a. All personnel joining the submarine service are to conduct an Initial Submarine Medical (ISM) (iaw BR 1750A Chapter 9). To that end, Phase 1 and Phase 2 training establishments are to direct personnel to their medical centre on the following occasions:

(1) On joining Initial Naval Training – personnel joining directly into a SM specialisation.

(2) Following selection to a SM specialisation – those streamed during their initial training period.

(3) On approval of a branch transfer request to a SM specialisation - receiving Branch Managers should take the lead on ensuring the correct process is followed prior to commencing SM training.

b. Medical centres are required to report successful completion of ISMs using the existing form in JSP 9502. The form is designed to report suitability for attending a specific course which in this instance can be assumed to be any SM related training. The form can be returned electronically to divisional staff.

c. Career managers are responsible, on receipt of notification of successful ISM, for recording via the award of a JPA competency – SM|Initial Submarine Medical|Navy| (code 3074214).

d. Personnel who do not meet the standards of the ISM will be processed using existing medical codes (Temporary/Permanent Medically Unfit for Submarines) and the associated career manager actions.

e. Interrogation of JPA and/or DMICP is part of the joining routine for all units with a SM seagoing liability. Any personnel joining having not completed an ISM are to be directed to their medical centre at the earliest opportunity, and this is to be reported via SUBFLOT (Cdr (SEA)) to capture any residual risk and prevent future recurrence.

SECTION 5

SERVICE IN SMALL SHIPS

5921. Small Ships Definition

The term 'small ships' includes the following types of ship/unit:

a. Mine Countermeasures Vessels - HUNT and SANDOWN (SRMH) Classes.

b. Offshore Patrol Vessels - RIVER Class.

c. Survey Vessels.

d. Patrol Vessels (including P2000).

e. Naval Parties, Units and Miscellaneous Vessels whose Complement is less than 50.

f. MASF.

5922. Suitability

Personnel in all branches of the Royal Navy are deemed to be eligible for consideration for service in small ships unless recommended otherwise by Commanding Officers, Line Managers and/or the Chain-of-Command. Except where there is a legitimate medical reason why an officer or rating should be viewed to be unsuitable for service in a small ship, such a recommendation is to be considered as an adverse comment in career management terms. Where an officer/rating is considered to be unsuitable for service in a small ship, in their current or forecast rank/rate, supporting information should be included in that individual's OJAR/ SJAR. Commanding Officers are to review the status of officers/ratings deemed to be unsuitable for service in small ships not less than annually. Examples of reasons why an individual may be deemed to be unsuitable for service in small ships are shown below, although the list is not intended to be exclusive:

a. Physically incapable of performing their duties in anything other than benign weather conditions and sea states; in particular is a chronic seasickness sufferer (medical).

b. Judged to be of immature temperament for their age in relation to time in service, peer group and being largely incapable of working unsupervised on anything other than basic routine tasks.

c. Poor disciplinary record.

d. An administrative burden to the extent that they have been placed on warning for their professional and personal shortcomings/circumstances.

e. A significant administrative burden due to previous or extant complex welfare issues requiring specialist casework support.

f. Has spent significant time at sea in a Capital Ship. This is particularly pertinent for JRs where historically many struggle to fit into the small ship environment and ways of working where additional whole ship responsibilities are commonplace.

5923. Assignment Screening

As an underlying principle, CMs are to assume that all personnel are suitable for service in small ships when taking assigning action. However, before taking specific action to assign personnel, CMs are to discuss the proposed assignment with the individual's current Divisional Officer or Line Manager. The aim of this procedure is not to ascertain the individual's preference but to determine whether they are suitable for service on a small ship by clarifying whether any of the factors listed above apply. This process applies to all personnel being assigned from Shore to Sea and from large to small ships and includes those who have previously served in small ships. Decisions and suitability recommendations will be recorded in the CRM notes section of JPA by CMs.

5924. Technical Senior Ratings

The Marine and Weapon Engineer Officers of small ships are generally of the WO2/CPO(ET) and CPO/PO(ET) rates respectively. They are required to perform the duties of a Head of Department and it is therefore essential that they have displayed the qualities of leadership and management that will suit them for this role. In addition to not having any of the characteristics at Para 5922 above, technical Senior Ratings being considered for duties as MEO or WEO of a small ship should:

a. Be confirmed as a WO2/CPO(ET) (for MEO) and CPO/PO(ET) (for WEO).

b. Have completed the Senior Rates' Leadership Course.

c. Be adaptable, flexible and display a general interest in whole ship affairs.

d. Be capable of running the ME/WE Department with only infrequent supervision by shore-based staff, liaising with outside authorities as necessary.

5925. Removal of Unsuitable Ratings Serving in Small Ships (Landing)

The criteria at Para 5922 or the rating's personal preference against service in small ships are not considered conditions for landing in themselves. The guidance at Para 6006 (Removal from Assignment) should be followed in making an application to land a rating deemed unsuitable for service in small ships.

SECTION 6

LENGTH OF ASSIGNMENT

5926. Variations in Length of Assignment

The normal length of assignment for Career Management planning purposes are detailed at Annex 59G. Assignments for Senior Officers tend to be longer and will be discussed on a case-by-case basis. For sea assignments there is considerable variation depending on rate, rank and branch. In general, sea assignments will be made as long as possible, to make effective use of personnel by reducing the number of turnovers required and to give all personnel the maximum opportunity for serving at sea.

5927. Royal Marines

For RMORs, NCOs and RM WOs assignment lengths are ideally iaw Annex 59G, however assigning at an individual's Future Availability Date, (FAD, see Para 5937) is not automatic and will require an assigning trigger. These include:

a. Service requirement for the individual to serve elsewhere.

b. Service requirement for an individual to undergo specialist training.

c. The individual requesting to serve elsewhere.

d. The need for WOs and NCOs to gain the necessary experience.

e. The need to make way for others in a popular assignment.

f. A request by the CO to assign the individual in order to broaden experience.

g. Promotion within the individual's specialisation.

Should none of these triggers be applicable, the individual may request to remain in a unit beyond their FAD.

5928. Service Family Accommodation

For Service Family Accommodation entitlement, CMs should ensure that an assignment will be for at least 6 months and the FAD on the individual’s next assignment should reflect that. See Chapter 25 and JSP464 Tri Service Accommodation Regulations, Chapter 3.

SECTION 7

SENIOR RATE EMPLOYMENT PATTERNS

5929. Factors

Senior Rate employment patterns will be determined by the needs of the Service coupled with those of the individual. It is of fundamental importance that the individual management of Separated Service is recognised as the primary vehicle for the delivery of Harmony on both Sea and Shore Service. The actual time spent in any assignment will vary according to rate, specialisation and current shortages. Any decision to breach Cat A PFS harmony guidelines (see Chapter 22) must be made by the relevant CM and authorised by Head of Career Management (Hd CM).

5930. Sea Service

a. Sea Service may be extended as follows:

(1) 36-39 months Sea Service:
SO2 Ratings' Career Managers.

(2) Over 39 months Sea Service:
Hd CM.

b. Extensions to 39 months will be applied only in order to preserve Operational Capability (OC) or where an individual requests to do so. Capability gapping will be deployed where necessary to ensure that back-to-back sea assignments (60 to 72 months) are only implemented exceptionally and where an overriding requirement dictates. Authorisation of back-to-back sea assignments rests personally with Hd CM; such assignments will attract 24 months on Shore Service in the individual's First Preference area, provided that preference does not change within 12 months of FAD (PFS Category A iaw Chapter 22).

c. Requests by the individual for extensions to sea going assignments over normal maximum length and requests to return to the same ship must be supported explicitly by the unit's line-management.

d. The management of extended and back-to-back sea assignments will include consideration of those individuals who, exceptionally, undertake a length of Sea Service between 36 and 60 months, and thereby do not fit exactly into the template that dictates 18 or 24 months on Shore Service. Each case will be dealt with on its merits and no discrimination will be made between volunteers and non-volunteers.

e. Assignments of less than 36 months' Sea Service will be the norm for specialisations with a relatively small number of Sea positions, in order to ensure that sea experience in gained by all personnel in that rate. It follows that such categories are likely to receive more than the minimum of 18 months subsequent Shore Service, although 18 months will be their SAVDATE (see Para 5940).

f. Assignments of less than 36 months' Sea Service are also dictated by the role of the unit or the rigours of a particular type of employment. Following a period of non-standard Sea Service, individuals will be assigned to Shore Service for a period approximately proportional to the standard 36 months Sea/18-month Shore Service ratio (as a minimum).

SECTION 8

JUNIOR RATE/RANK EMPLOYMENT PATTERNS

5931. Factors

A rating's service generally alternates between sea service and shore service with the assignment roster placing them in order of Sea Availability Date (see Para 5940).

5932. Squadded Categories

Junior Rates serving in Squads will normally have their FAD set at 48 months. This is to be considered as a review point which will be extended by a further nominal 48 months. Ratings may leave the Squad on promotion, on attendance at a Qualifying Course for a higher rate or on assignment to a non-Squad position. Those serving in a Squad in a non-preference area will be reviewed regularly by CMs in consultation with MWOs; Junior Rates should not normally serve more than 24 months in a non-preference Squad. Any rating assigned to a different Squad will retain their original FAD.

5933. Squadded Categories Outside Squads

There will always be a requirement for squadded categories to serve in non-squadded ships, Op Tours and in other shore Positions. Volunteers are always preferred, but where there are insufficient numbers, ratings will be selected by CMs, depending on the length of the non-squad assignment. Where possible, ratings will be returned to the squad from whence they came.

5934. Non-Squadded Categories

For Junior Rates who are liable for Sea Service, the employment pattern will vary according to rate, specialisation and current shortages. Harmony will be managed iaw PFS harmony guidelines (see Chapter 22); any decision to breach the Category A PFS harmony rules will be made by the relevant CMs and authorised by Hd CM.

5935. RM Selection for Sea Service

The requirement to provide RMORs for sea service is currently limited to the Antarctic patrol vessel and RM Assault Squadrons. Workforce liability for all sea service remains the responsibility of the DDPD (RM) team who will select the appropriate personnel in accordance with current workforce priorities. Volunteers are to be used where possible and applications for sea service are to be submitted using JPA. If no volunteers are available, the individual chosen must be carefully vetted and selected in accordance with Section 5 of this Chapter.

SECTION 9

TYPE/STREAM ASSIGNING (RATINGS)

5936. Policy and Practice

a. It is 2SL's policy to maximise the use of a rating's experience by TYPE and STREAM assigning whenever possible, thereby improving operational effectiveness:

(1) **Type Assigning.** Type Assigning is defined as the allocation of a rating to a specific type of ship, submarine or aircraft squadron for a protracted period.

(2) **Stream Assigning.** Stream Assigning is the allocation of a rating to a particular equipment system within a sub-branch.

b. Most ratings in the Warfare Branch are placed in equipment streams in the final stages of their basic training to meet the expected long-term requirements of a sub-branch, and whenever possible, personal preference. Ratings may be required to cross-stream to meet the changing needs of the Service (introduction of new systems, for example) and a rating may volunteer to change streams, but such requests are not normally approved unless the cross-training meets the requirements of the service.

c. It has to be accepted that Type/Stream assigning cannot be rigidly imposed. Requirements and preferences change and there is a need to protect the careers of ratings streamed into ageing equipment. Nevertheless, the advantages of maintaining ratings in types/streams are considerable in terms of reduced training bills, increased stability and, most importantly, in improving overall Professional standards, particularly ship/submarine and equipment knowledge. All ratings have an important part to play in fighting the ship/submarine, and in recognition of this, type assigning is applied wherever possible to all categories in the Royal Navy.

SECTION 10

AVAILABILITY DATES

5937. Future Availability Date (FAD) Usage

All Assignment Orders (AOs) should include a FAD. CMs should attempt to honour the FAD in order to allow individuals to plan ahead, however, personnel should note that a FAD is an estimate and there is always a risk that an urgent Service requirement will force the adjustment of a FAD. It should also be noted that the FAD given to an individual on commencing their assignment assumes a satisfactory performance on the part of the individual concerned. For officers, non-Squadded ratings on Sea Service and all personnel on LFS, the FAD will generate the requirement for a relief.

5938. FAD and Assignment Orders

a. Arrangements for an individual's next assignment can only be made once an AO for that next assignment has been received; on no account should the individual or the admin staff of their current unit decide for travel, allowances, leave or SFA entitlement at a planned new position based on the FAD of their current assignment. It is the AO that provides the authority for such items and not the FAD.

b. FADs for all personnel assigned to sea service will be calculated by taking the date a person commences that type of service and adding the length of sea service in accordance with Annex 59G. The FAD will not necessarily indicate the date when the commitment for sea service is completed, i.e.. it is less than 36 months for ratings, and an AO may be issued to move the person to another unit to complete sea service. Ratings may volunteer to continue on sea service beyond 36 calendar months.

c. For Squadded rates, the FAD should be considered as a 'Review' rather than a 'Relief' date.

5939. Availability Date (AVDATE) for Assignment (Ratings)

a. AVDATES are only to be rendered by non-Squadded personnel on the following occasions:

(1) For a rating serving on sea service or LFS, on receipt of an Assignment Order nominating a relief.

(2) When a 'Name To be Reported' Assignment Order or other information is received, that a rating serving on Sea Service or LFS is to be drafted without a relief.

(3) When a complement position lapses, and the position is filled.

b. The AVDATE is to be calculated as the date when the rating is next available for assigning to a new position having had all leave due. This is the date used by the CM for the 'To Join Date' (TJD) for the next assignment including any approved re-engaging leave (for those with entitlement), but it will not normally include any 'traditional' annual leave e.g. Summer leave. It is the date that will be used by DDPD CMs for the 'To Join Date' (TJD) of the rating's next assignment where they will take any 'traditional' annual leave.

c. The AVDATE to be reported by signal (RNCP 9 Ch 5) or by email such that they are received by the CM at least four months before the rating is due to leave their present assignment. Failure to render the AVDATE by four months at the latest will engender unnecessary signals/email traffic as the CM seeks to establish a rating's AVDATE and in any event will prejudice any chance of the rating being given their full three months' notice for next assignment.

d. The total amount of Leave (both Annual Leave and Sea Leave) between assignments should be kept to an absolute minimum and should not exceed a total of 21 days. If the reported AVDATE is likely to exceed 21 days, Commanding Officers are to request approval for an AVDATE in excess of 21 days by signal to the appropriate SO1 CM stating the reasons for the accrual of excessive leave. If approved, the CM will take assignment action based on the amended AVDATE.

5940. Sea Availability Date (SAVDATE) (Ratings)

a. All non-Squadded categories will be deemed available for Sea Service on completion of PFS Category A or B Shore Service (see Chapter 22). This point is defined as the Sea Availability Date (SAVDATE).

b. An individual's FAD on Shore Service may be later than the SAVDATE, nevertheless, they may be assigned to Sea Service earlier than the FAD if the needs of the Service dictate.

c. The SAVDATE determines a rating's position on the appropriate sea roster (see Para 5941), which is presented by JPA in SAVDATE order, showing at the top of the roster the individual who has the earliest SAVDATE.

d. Non-Squadded rates will, in general, complete 36 months' Sea Service and be entitled to 18 months' Shore Service (14 months for Junior Rates) on completion. Any variation is to be assessed pro-rata i.e.. 24/12, 18/9 etc. and the individual's SAVDATE adjusted manually on JPA.

5941. Sea Roster (Ratings)

a. New entries are available for their first sea assignment (FSA) from the date of completion of Phase 2 training. For Submarine ratings, this will be when they have successfully completed the Submarine Qualification (SMQ) Dry. Ratings in Squadded categories will be assigned direct to Sea Service; others may be assigned to a period of Shore Service for consolidation before FSA.

b. Ratings on Shore Service/Local Foreign Service are placed on sea rosters in order of SAVDATE. Sea positions must be filled by appropriately qualified ratings who will normally be chosen from those highest in the roster. Because some ratings are trained in only one system or equipment type, however, (Type 'Streaming', see Section 9 to this Chapter) it follows that the first rating due to sea may not be qualified for the position requiring to be filled. Personal qualities and professional standards are considered only when special selection procedures are authorised (e.g. Retinues).

c. Moving down the roster to match the right individual to the right job in this way is known as 'dipping down' the roster and can be invoked for a number of reasons. It is important that DDPD maintains its reputation for fairness and therefore CMs are to be able to justify any dipping down decision if called upon to do so. The following guidelines are issued to assist CMs.

d. **Dipping Down to SAVDATE.** Dip down to the first suitable rating in order to:

(1) Match an individual's training/skills to the sea position, particularly when this will negate the need for extensive PJT courses or retraining the rating for a different ship or equipment type. This is known as 'Type/Stream Assigning'.

(2) Meet the requirement to fill a female bunk with a woman, and vice versa.

(3) Meet an individual's preference.

(4) Exercise an element of selection for the position, i.e.. to assist the career progression of a rating.

e. **Dipping Down Below SAVDATE.** Assigning an individual to sea service before they have achieved their entitlement to shore service is not permitted except when:

(1) The rating is an EOOT volunteer for sea service.

(2) The relevant SO1 CM has given express permission to meet a workforce priority or Operational requirement.

SECTION 11

NOTICE FOR ASSIGNMENT

5942. Officers

a. CMs normally aim to issue an AO six months before the position is to be taken up. This is not always possible, however, and some assignments may be announced before or after this. The normal minimum notice is at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments in accordance with PFS (see Annex 22A).

b. If it is necessary to change an assignment after an officer has been nominated for a particular job, the change will, where possible, comply with these requirements for notice. Exceptions to these normal guidelines may be necessary following initial training, qualifying courses, annual promotion selections, or when shorter notice is in the interest of the officer. In all cases it should be remembered that one short notice assignment almost always generates another.

c. When for sickness or some other reason personnel are unable to carry out the duties of their position, a relief is provided only if the expected duration of the absence exceeds three months, unless the position is considered a key position, when the rules for short notice may apply (see Para 5945).

5943. Ratings

a. The policy is to provide as much notice of assignments as practical and at least 3 months' notice for a home base assignment and a minimum of 5 months' notice for non-home base or LFS assignments as required to meet the PFS standards (see Annex 22A). There will be occasions when, for exceptional operational or resource reasons, normal assignment notice cannot be achieved. In such circumstances, assignment will take place at shorter than normal notice. This will usually only occur for assignments into operational crisis positions, which are generally for a maximum of 6 months' duration. Any resulting breach of Cat A PFS is to be authorised by Hd CM (or delegated authority), reported up the chain of command and will be reflected in the Performance Reports to the Navy Board.

b. The 3 months' notice requirement is waived for assignments to PJTs or other short courses when the course schedule precludes three months' notice and when medically downgraded ratings are assigned ashore they may be required to act as temporary reliefs at short notice to relieve ratings assigned from the ERP (see Para 5947).

c. **Volunteers.** Ratings may volunteer to move at less than normal notice in order to obtain a preference assignment.

d. **Notice on Completion of Career Training.** Ratings completing basic career training ashore are liable to be detailed for shore assignments and first sea assignments at less than normal assigning notice. Submarine ratings who volunteer to complete Nuclear Propulsion Operators Course (NPOC) and the Nuclear Propulsion Supervisors Course (NPSupC) will be assigned back to sea on successful completion of the course at less than normal assignment notice. Ratings transferring between Branches or Sideways entrants who fail to pass appropriate courses and are returned to Source Branches will also be assigned at less than normal notice.

e. **Notice on Completion of Career Course Training.** Ratings completing career courses are liable to be assigned to sea or shore units at less than normal assigning notice.

5944. General

a. Individuals who have left their previous assignments for medical, welfare or discipline reasons and have been assigned to an appropriate MA6 or MA7 position will be re-assigned as soon as their condition permits. The assignment will normally be at less than the assignment notice and therefore not considered a breach of CAT A PFS. Those that left a unit in 'Sea Service' may have to wait for another suitable 'Sea Service' unit to become available and as a result may be assigned at immediate notice and not be subject to the normal notice for assignment instructions above.

b. Assignment notice for personnel with the assignment restriction for Children with Special Educational Needs should be as great as possible.

5945. Short Notice Assignments

a. The aim is to give an individual notice of an assignment in accordance with the above paras. Personnel should be aware, however, of the regular demand for short-notice assignments generated, for example, by operational augmentation, illness, promotion, welfare or discipline matters which may significantly reduce the normal assigning notice.

b. CMs are constrained by assignment and harmony rules. In general, it will not be possible to assign a permanent relief at less than 5 months' notice; CMs therefore treat all requests for short notice assignments as a temporary requirement in the first instance.

c. A relief will not routinely be found for personnel who are medically downgraded for less than 3 months.

d. When an event occurs which creates an operationally unacceptable gap the following actions are to be considered in turn:

(1) **Managing Without a Relief.** The importance of managing without a relief is emphasised and places an onus on units to make the most effective use of on-board assets to provide alternative cover, particularly in key Positions. For example, using local acting advancement where applicable, greater emphasis on the employment of personnel onboard who hold relevant competencies and arranging 'ad hoc' training, such that these personnel can undertake all/some of the tasks. CMs can advise and assist in the identification of personnel who may be suitably qualified by competency

(2) **PERREQ.** PERREQ signals should be used during both Fleet Time and Non-Fleet Time when a unit has advanced warning of a forthcoming gap or personnel deficiency, or for highlighting gaps in Squad billets. For example, if the PO(Police) needs to be released in 2 months' time to attend the FDO course, a PERREQ should be raised so that a temporary relief can be investigated to cover this period. Similarly, the gapping of 1 or 2 ABs in a Squad does not impact directly on Unit OC and therefore does not warrant OPDEF status but can be highlighted by use of the PERREQ signal.

(3) **Personnel OPDEF.** When a personnel deficiency is imminent (or has already occurred) and will have an impact on the unit's OC during Fleet Time or impact on Upkeep key dates (SSMOB, RFSD and FD) during Non-Fleet Time, an OPDEF is to be raised. The cause could be gapping (hard and/or soft) or a lack of an ADQUAL/TEM that is affecting a unit's ability to deliver OC. OPDEFs are to be categorised ME, WE, AR, and OP and numbered in accordance with the normal OPDEF protocol.

Note. *Whilst a PERREQ may in time become an OPDEF (when the gap actually occurs), the simultaneous raising of a PERREQ with an associated OPDEF is nugatory and no longer required.*

e. The relevant CMC/CM is responsible for taking the initial actions in attempting to resolve all personnel PERREQs/OPDEFs. DDPD Pers Ops, in conjunction with Commitments and the appropriate FCIG, will set the overall priorities and where required provide direction on the solution

5946. Guidance for CMs on Provision of Short Notice Reliefs

If a position is identified as requiring a short notice relief, CMs are to take the following into account:

a. The length of 'gap' that is acceptable, e.g. is there someone already in the ship/unit capable of filling the position for a limited period?

b. The requirement for maximum advance warning for the person selected as relief.

c. The requirements for the relief to be given as much of the appropriate leave entitlement as circumstances allow.

d. The desirability to select personnel for short-notice sea-going or overseas unaccompanied assignments from those who will shortly be due for such an assignment in the normal course.

e. Any short notice assignment having significant operational implications should be referred to Hd CM in order for the matter to be referred to DDPD if necessary.

5947. Emergency Relief Pool (ERP)

a. The ERP was previously used across the Fleet to provide short notice reliefs for ratings on surface ships and submarines when required. This is no longer widely used across all cadres and is utilised solely for Medical ratings.

b. The Medical ERP will be achieved using two different approaches in tandem:

(1) In accordance with the previous ERP process, Ratings who complete a sea assignment of less than 36 months will be allocated to the ERP on completion of Leave After Sea Service (LASS). There is currently no method of assigning a rating to the ERP on JPA, therefore, they will continue to be notified by letter detailing the start and end dates of the ERP liability and the maximum length of ERP sea service.

(2) Shoreside locations, primarily within the Joint Hospital Groups (JHGs), will identify positions nominated to an ERP. These will be directed on an Assignment Order. Parent Units will manage the individuals ensuring they complete the required mandatory training to provide SQEP MBRs/SMBRs to fill short-term gapping. Personnel assigned to the ERP will be held at R2 (5 days') notice to move once fully SQEP.

c. Personnel nominated as ERP will be held at readiness for a period of 6 months. If activated, they will provide cover until a full-time relief is nominated or provide a permanent fill should the situation dictate.

d. MBR ERP positions will be established to support SURFLOT, SUBFLOT and UKCF. These positions will be nominated by the Career Manager and any associated training required to support each specialty will be iaw the Assignment Order. Further details on the Medical ERP can be found in BRd 1991.

e. The equivalent for the Fleet Air Arm was an Emergency Flight Pool (EFP) - which was an assignment in its own right and not covered by ERP regulations. Emergency Flight Pool positions were held under the Wildcat Maritime Force HQ – these have now been subsumed into the 815 NAS structure (though retain the EFP name in some position titles) and are still in use to back fill some shortages within 815 NAS.

5948. PE-OPDEF, NOWD and PERREQ Procedures

a. Personnel Operational Deficiencies (PE-OPDEFs), Non-Operational Workforce Deficiencies (NOWDs) and Personnel Requests (PERREQs) are to be used by all Units to report current and future Royal Navy[1] workforce (WF) shortfalls that affect Operational Capability (OC) in order that the operational implications can be properly assessed, and recovery intentions formulated[2]. In simple terms, PE-OPDEFs are submitted by units in the operational cycle[3], NOWDs are submitted by supporting units and PERREQs can be submitted by all units. The People Operations Capability (P-Ops CAP) team in Deputy Director People's Delivery's Division has the lead for initial recovery action and uses the information detailed in the PE-OPDEF or PERREQ to engage with the Operational Commander and relevant Force Generation Authority (FGA)/Class Group Authority (CGA), to monitor, manage and, where necessary, move WF to meet emergent demands. 2* Workforce Management Groups (WFMG) lead the recovery action for NOWDs; however, solutions must be identified from resource within their own 2* area. In addition, the detail in conjunction with the wider Workforce, Equipment, Training and Sustainability (WETS) reporting is used by the Operational Commander to inform broader decision-making.

b. It should be noted that P-Ops CAP/WFMGs are only authorised to direct personnel moves in response to an extant PE-OPDEF, NOWD or PERREQ. Usually a P-Ops CAP/WFMG directed move is temporary (routinely up to 30 days but not generally more than 90 days) i.e. the nominated individual(s) will return to their original assignment at the end of the agreed period. **Some exceptions remain where an individual may be required for longer than 90 days in support of ongoing operations e.g. CASD**. Where a permanent move is more appropriate this will be agreed and actioned by the Career Manager (CM).

c. **Principles applying to PE-OPDEFs, NOWDs and PERREQs.**

(1) PE-OPDEFs, NOWDs and PERREQs can be raised at any stage of a Unit's lifecycle (build, Fleet Time and Upkeep) but only against positions that drive liability in accordance with the extant Unit Personnel List (UPL)[4]. Gapped 'Non-Liability' positions are **not** to be reported by PE-OPDEF, NOWD or PERREQ[5].

(2) PE-OPDEFs and NOWDs are raised for gaps that are current or imminent (within seven days). PERREQs should be used where a gap is forecast to occur beyond seven days.

(3) Additional WF requirements above the UPL should be raised as an Augmentation Request (Annex 59D).

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[1] This includes Royal Marines and Royal Fleet Auxiliary.
[2] In the same manner that Equipment Capability is managed iaw BRd 3001, Art 0301.
[3] Units that arrive at Fleet Non-Operational Date will have all PE-OPDEFs and PERREQs cancelled by P-Ops. Units are then able to raise NOWDs for any WF issues.
[4] When a Unit transitions into and out of Upkeep, it will usually change Naval Establishment Status (iaw Annex 2B) which will entail positions on the UPL being switched on and off (reflected in JPA). Only 'live' positions can be subject to PE-OPDEF, NOWD and PERREQ action.
[5] If a position is FTRS fill <u>only</u> then it is a non-liability position and no OPDEF, NOWD or PERREQ can raised.

(4) PE OPDEFs, PERREQs, NOWDs, subsequent Situation Reports (SITREPs) and Rectifications / Cancellations are to be submitted by unit HR leads (Executive Warrant Officer (EWO), Base Warrant Officer (BWO) and Coxswains (Coxn)) with input from the relevant Department Coordinator (DepCo) **directly into SCIO**. Once submitted, SCIO will send an email alert to the relevant authorities and initiate the P-Ops Team's response[6]. **BWOs/EWOs/Cox'ns are the responsible persons for all WF coordination and therefore, as the custodian of the central register for their Unit(s), they are to provide the quality assurance on all PE-OPDEFs, NOWDs and PERREQs.**

(5) **A single missing person[7] should result in a single PE-OPDEF or NOWD.** Care should be taken when moving WF internally between positions, or when JPA Line numbers change, that only one PE-OPDEF or NOWD remains extant.

[6] All units are to ensure their JPA hierarchy is correct
[7] Resulting in the loss of capability or essential SQEP.

(6) **Fall back Option.** The primary method of reporting workforce shortfalls is now by direct input into SCIO. During times of limited connectivity or for units with low bandwidth that prevents them using SCIO to upload their PE-OPDEF, PERREQ or NOWD a fall-back option is available which allows units to complete an off-line PDF request and send it to the P-Ops CAP multiuser email account[8]; the PDF document should not be sent to P-Ops CAP individual role accounts. To allow the new SCIO App to take the majority of the workload the fall-back option should not be taken by units who have a working SCIO connectivity. Further detail can be found at Annex 59J.

(7) **Search Process.** If a Temporary Relief (TR) is deemed appropriate, P-Ops can utilise the SCIO search capability to identify potential TRs that match the required parameters detailed in the PE OPDEF / PERREQ / NOWD. **As the search process is automatic if the requirement changes then a SITREP must be submitted detailing the changes before any new search can take place, this also restarts the seven-day time period**. After liaising with the relevant Career Manager (CM)/CGA, the candidates deemed suitable for trawling are 'ticked' resulting in immediate update of the Trawl Log and sending of the Digital-Personnel Support Request (D-PSR).

(8) **D-PSR.** The D-PSR is completed within SCIO in a similar way to the process of an SJAR. The Line Manager (LM) and the Unit EWO/BWO/Coxn of the individual being trawled will receive an email alert directing completion of the D-PSR (the LM, if incorrect on SCIO, can be altered by P-Ops Cap via email from EWO/BWO/Coxn to the P-Ops multiuser account'). If the D-PSR is not returned by the required due date, it will automatically be submitted at that due date in whatever state it is in unless an extension has been requested and approved by the trawling authority. The information required has not changed, just the method of completion and submission. This method enables secure storage of completed D-PSRs, and ensures adherence to General Data Protection Regulation (GDPR) requirements; full details at Annex 59K.

(9) **Nomination Process.** Once the D-PSRs have been reviewed and a decision made the individual, their CoC and CM will be notified via SCIO (and by automatic email) and the Trawl Log will be updated.

(10) **Cumulative Impact of Gapping.** The cumulative impact of gaps may exceed their individual impact as described in the PE-OPDEFs[9] or NOWDs and amount to a wider degradation or loss of capability. This should be raised as a capability OP-OPDEF[10] and not as a PE-OPDEF.

(11) **Out of Hours/Leave Periods.** During periods of main leave the NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk mailbox is monitored' by P-Ops CAP Duty personnel, enabling normal working day coverage. However, it should be noted that unlike stores on a shelf, trawling for a relief out of working hours is unrealistic and difficult during main leave periods when the

[8] NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk
[9] For example, multiple Leading Hand gaps across the Unit may have a small impact within their own departments but may have a large impact on whole ship duties (e.g. an unsustainable SCC LH duty roster).
[10] Using the format detailed in BRd 3001 Chapter 3.

donor Units and individuals are not necessarily on call. **NB** cover is not provided on BHs. The P-Ops Cap duty person is available via 07971 609992.

d. **PE-OPDEFs.**

(1) PE-OPDEFs should be used to report when an operational unit's WF falls below the UPL requirement. Generally, if a position is currently not filled and this has a measurable impact on OC[11], or is expected to be gapped within seven days, then a PE-OPDEF should be raised. The PE-OPDEF should contain details of factors affecting the Unit's tasking, the expected duration of the WF shortfall and other PE-OPDEFs/PERREQs which now present a cumulative impact, and the impact should also be assessed with a view to any contingent tasking. **Care must be taken to ensure that any reference to programme or activity does not compromise the OPSEC of the Unit concerned.**

(2) Any **gapped liability position** that has a **measurable impact on OC** can be reported by PE-OPDEF. If a Unit considers itself capable of sustaining such a gap, irrespective of Category, due to its current tasking or an alternative suitably qualified and experienced person (SQEP) is onboard the Unit should make this clear in the PE-OPDEF remarks section noting that if circumstances change it may be appropriate to raise a PE-OPDEF SITREP stating that the Unit can no longer sustain, and immediate remedial action is now required[12].

(3) Where a position in the Unit is filled but the incumbent has a Training Employment Module (TEM) or experience (the Q or E in SQEP) shortfall which has been accepted at risk by Command and/or relevant FGA[13] this should be reported via Fleet Operational Capability and Sustainability (FOCAS) and not by PE-OPDEF[14]. Units that do not use FOCAS (e.g. SMs) should ensure that their FGA is fully aware of any SQEP shortfalls that exist. Where SQEP shortfalls are not accepted by Delivery Duty Holder (DDH) for permanent reliefs and have a measurable impact on OC **OP-OPDEFs**[15] may be raised. The responsibility to drive a solution for a training shortfall rests with the Unit in consultation with CMs and CGA as required.

(4) Categorisation of PE-OPDEFs is to be carefully considered and should be supported by the operational effect and schedule timelines. The category and repair indicator should be reconsidered whenever the situation changes and, in particular, if a relief or other work-around is provided. Artificial inflation of category and/or repair indicator devalues other OPDEFs from the Unit and does not increase the likelihood of a relief being provided.

[11] i.e., the Unit can write a meaningful statement in the PE-OPDEF/NOWD box titled 'Operational Capability Statement/Effect' (previously 'Line 5 – Effect on OC').
[12] To mitigate this risk, WF-may be held at appropriate readiness in the UK to meet such contingent tasking rather than being trawled to join the platform within a limited timeframe.
[13] Concessed iaw appropriate Safety and Environment Management Plan (SEMP).
[14] This does not include non-SMQ qualified personnel or non-SQEP nuclear engineers in SMs (MESM or WESM(SWS)) where regulations require qualification prior to conducting duties.
[15] Signal format iaw BRd 3001, Ch 3.

(5) Detailed instructions for PE-OPDEF reporting are at Annex 59L.

(6) In instances where a gap is resolved by using the Local Acting Higher Rate (LAHR) from within the same Unit[16] then the original PE-OPDEF should be SITREP-ed and downgraded with the remarks highlighting what solution has been provided to resolve the gap. A PERREQ may then be raised for the gapped position vacated by the officer/rating given the LAHR, the original PE-OPDEF should remain extant until the position is filled by substantive WF. **No PE-OPDEF is to be raised for the gap created by the use of LAHR if there is also an OPDEF for the position in the higher rank. This avoids false reporting of gaps.**

(7) Coastal Forces Squadron (CFS) units cannot sail unless fully crewed. The most timely and effective solution is likely to be the movement of personnel between Units within CFS to meet operational commitments. (**NB** In this situation rules on local loan and Personal Turbulence are to be followed) To avoid raising a PE-OPDEF each time personnel are moved within CFS, all PE-OPDEFs are to be reported as CFS followed by the Unit name in brackets. e.g. CFS (PUNC). CFS HQ will risk assess which Unit will be the donor. Any CFS donor Unit is **not** to raise a PE-OPDEF if loaning to another CFS Unit. A SITREP is to be sent each time the gap is filled from a different donor Unit, noting in 'Remarks' which Unit is providing the TR and for how long. The original PE-OPDEF will remain extant until a new PR arrives or the CI becomes MFD.

e. **NOWDs.**

(1) A NOWD should be used by non-operational units to report when the WF falls below the UPL requirement. The principles for reporting via a NOWD are the same as for a PE-OPDEF. The solution will be investigated by the 2* WFMG rather than P-Ops Cap.

(2) In situations where the missing SQEP reported via a NOWD is not held within the 2* area and the resultant consequence has a direct impact on front line operations (e.g. an instructor is not available to instruct a course to qualify personnel in a recognised shortage skillset that will result in a high category OPDEF in an operational unit) then the NOWD should be cancelled and the gap reported as an OPDEF so that P-Ops can take action to identify potential solutions outside the 2* area. Prior to raising the OPDEF, the WFMG is to liaise with P-Ops to ensure that there will be an agreed and defined impact on the front line, and the relevant CM for a potential solution and confirmation that the required SQEP is not held elsewhere within the 2* domain. If the 2* WFMG has identified the SQEP within their area, they must decide between sustaining the NOWD or moving the SQEP individual. If sustaining, a decision has been made on the relative importance and therefore the switching from NOWD to OPDEF is not an option.

(3) Detailed instructions for NOWD reporting are at Annex 59L.

[16] IAW Para 6914, 6915 and 6916.

f. **PERREQs.**

(1) A PERREQ is used to request cover for key WF who are scheduled to be away from a Unit for a short period; it is expected that these gaps can be forecast as they relate to planned events (e.g. Training Employment Module (TEM), Short Course Learning, Ordinary Paternity Leave (OPL)). It can also be used to draw attention to future assignment issues[17] (e.g. gaps in succession planning; personnel selected for promotion or for Upper Yardman (UY)/Senior Upper Yardman (SUY)). If the Unit can sustain the gap, then this should be made clear in the text and investigations will be limited to volunteer solutions. If the PERREQ will become a PE-OPDEF then this, along with the date it is expected to happen, should be in the remarks section of the PERREQ.

(2) If a PERREQ cannot be resolved and starts to impact OC (a predicted gap becomes a current gap), it may be escalated to a PE-OPDEF/NOWD. In such a situation, the PERREQ should be cancelled prior to any PE-OPDEF/NOWD being raised and comments reflecting that the PERREQ is superseded by a PE-OPDEF/NOWD should be included in both the cancellation on SCIO, or submitted PDF for Units without SCIO connectivity, and the new PE-OPDEF/NOWD remarks sections. This process can take place up to seven working days prior to CI departing.

(3) **LAC / Low Level Height Keeper Target Control (LLHKTC).** FF / DD with no LAC embarked (e.g., emerging from refit) should request an LAC 6 weeks prior via the SURFLOT CPOAC WFM by completing the proforma[18] and submit to NAVY-SURFLOT AC WORK MANAGER. Any LAC training shortfall or gapping forecast in FF / DD should be addressed to the SURFLOT / Class Cell HQ CPOAC WF Manager and a suitable replacement will be sought from the AC Operational Readiness Pool (ORP). QEC, LPD and 1700NAS AC JPANs remain unchanged and managed by CM[19].

(4) The detailed instructions for PERREQ reporting are at Annex 59L.

g. **Direction for Specific Circumstances.**

(1) **Permitted Absence.** Individuals released by Command to Individual Leave Allowance (ILA), Graduated Resettlement Training (GRT), Adventurous Training (AT) or Personal Development (PDev) should not normally be reported via PE-OPDEF/NOWD as the Unit has decided that the absence of the individual is acceptable within their operational setting. If relief cover is required, this should be reported by PERREQ, complete with explanatory comments as to why the current incumbent has been released; this would normally be filled by a volunteer only. If the OPDEF is of such a serious nature to warrant a high category PE-OPDEF then the solution will likely be the recall of the individual from their permitted absence.

[17] A PERREQ should not be raised until it is clear that the CM is not able to provide a relief within movement rules timelines. Normally this would mean that no Assignment Order has been received at a point 3 months before the incumbent is due to leave.
[18] Within RNTM 01-067-23.
[19] Any QEC / LPD / 1700NAS AC training shortfall, reported via FOCAS, should be investigated via FOST S. If FOST S are unable to provide a training solution, then CM or People Ops should be approached via email / telecon.

(2) **Compassionate Leave.** Whilst Commanding Officers (CO) are authorised to grant compassionate leave[20] in complex cases where specialist welfare input is required the advice and guidance of Royal Navy Family and People Support (RN FPS) should be sought initially from the RN FPS Portal. If required RN FPS will investigate and provide a recommendation[21]. In cases where the CO grants compassionate leave a PERREQ can be submitted but Units should note that in such instances the position will normally only be filled where there is a volunteer. If following liaison with the Joint Casualty and Compassionate Centre (JCCC) compassionate travel is categorised as Cat A or Cat B[22] then a PE-OPDEF/NOWD may be suitable, depending on the anticipated length of absence and whether the Unit can sustain the gap. In either case close liaison with the appropriate P-Ops CAP Forward team/WFMG is essential to enable contingency planning. RN FPS and JCCC recommendations should be referenced in the PERREQ/PE OPDEF/NOWD.

(3) **Ordinary Paternity Leave (OPL)[23]. A PERREQ is to be raised as soon as OPL is requested.** If a volunteer cannot be found the request is unlikely to be filled as it would break a non-volunteer's Cat A statutory entitlement. If a suitable volunteer is not available and the Unit is instructed to sustain it may be appropriate to raise a PE-OPDEF/NOWD once the individual has commenced their OPL to reflect the impact on OC. However, if the absence creates an unsustainable high category PE-OPDEF/NOWD then it is probably not appropriate to allow the OPL at that time; in this situation the individual on OPL should be recalled as the solution to the PE-OPDEF/NOWD (iaw JSP 760 Art 26.9).

(4) **RN WF in Royal Fleet Auxiliary (RFA) Units.** Where RFAs identify WF deficiencies with embarked RN WF from 1700 NAS, 1700 NAS will review its own WF and provide support if possible. If unable to support 1700 NAS will submit a PE-OPDEF/PERREQ via SCIO for action. Thereafter, RCM Culdrose will lead and co-ordinate action on resolution in conjunction with the appropriate CM where necessary. Any loss of WF that cannot be satisfied by 1700 NAS needs to be measured in capability lost with a subsequent OP OPDEF submitted by the relevant RFA platform for attention of AFSUP.

h. **Crew Changes.**

(1) **Rotational Crews.** In rotational crews (e.g. MCMV, SSBN and forward-deployed FF/DD) PE-OPDEFs/PERREQs are de-latched from the 'hull' and recorded by 'crew' (e.g. MCM1 Crew 1 vice BNGR or VANG(PORT) vice VANG). This removes the requirement for cancellation and resubmission of PE-OPDEFs/PERREQs on crew Replacement in Place (RiPs) and rotations.

[20] JSP 760 Chapter 22 details the criteria for compassionate leave.
[21] Chapter 24.
[22] JSP 751 Vol 1 Pt 1 Vol 1 Ch 2 Annex B details the Categories for Compassionate Leave.
[23] JSP 760 Chapter 26.

(2) **Regular Actions for Rotational Crews RiPs.** The following actions are to be undertaken by the relevant EWO/Coxn on RiPing in and out of their Unit:

(a) Other than for MCMV crews RiPing directly from one Unit to another, immediately prior to RiP out, the EWO/Coxn are to SITREP all PE-OPDEFs/PERREQs downgrading at least one repair category (i.e.. B2 to C2, C2 to C3 etc) in order to reflect the period of regeneration outside the theatre of operations.

(b) Six weeks prior to return to theatre PE-OPDEFs/PERREQs are to be SITREPed and repair categories increased as required by HoDs and CO.

(3) **Three-Watch Crewed Units.** Units that operate a third watch (e.g. OPVs and SVHOs) should ensure that PE-OPDEFs/PERREQs are SITREPed to reflect changes to impact and requirements associated with on and off-watch periods of the gapped JPAN.

i. **Updates.**

(1) **SITREP.** To ensure P-Ops CAP, WFMGs, the Operational Commander and the FGA maintain an accurate picture of the impact of WF gapping/shortfalls PE-OPDEFs/NOWDs/PERREQs should be updated by SITREP when significant changes occur. Further, **all Category A OPDEFs should be updated by SITREP every two weeks to ensure the issue and solution options remain valid whilst all other OPDEFs should be updated every six months (as a minimum) or earlier as required**.

(2) **Rectification/Cancellation.** PE-OPDEFs/NOWDs/PERREQs should be RECTIFIED/CANCELLED as soon as the impact on OC has been resolved or expired i.e. when either a Temporary Relief (TR) or Permanent Relief (PR) has been arrived. If the TR/PR is not fully SQEP for the role the PE-OPDEF should still be rectified and any SQEP issues reported as detailed in para 0. Any ongoing OPDEFs/NOWDs/PERREQs that have not updated for six months will be automatically CANCELLED by the P-Ops team.

j. **Authorisation for Mobilisation of WF as a Temporary Relief (TR)**

(1) A TR may be required as a short-term solution to a PE-OPDEF, NOWD or, by exception, a PERREQ. This requirement is evidence based on the OPDEF/NOWD/PERREQ content.

(2) Once a TR has been provided the receiving Unit must **RECTIFY** the OPDEF/NOWD/PERREQ. The donating Unit may open a new PE-OPDEF/NOWD/PERREQ with a lesser categorisation and repair indicator than the Unit they have donated too. Further details in Annex 59L.

(3) **Inter-Unit local loans/CO to CO loans**[24]**.**

(a) **Supported Workforce Local Loan (SWLL):** SWLL loans (up to and including 14 days) should be regarded as routine business and are not affected by movement rules. These moves will be recorded against the OPDEF/NOWD/PERREQ via SCIO by P-Ops Cap, and personal turbulence is to be recorded on JPA by the SPs CM. SWLL should only utilise SQEP from the relevant 2* Directorate or CGA area of responsibility (therefore minimising personal turbulence as much as possible). Any SWLL issued will have been agreed by the relevant CGA/2* WFMG prior to P-Ops Cap issuing via SCIO.

(b) **Directed Workforce Loan (DWL):** DWL loans of more than 14 days and generally up to 30 days should be regarded as routine business if P-Ops do not have the required time to conduct a Temporary relief (TR) and are not affected by movement rules. These moves will be recorded against the OPDEF/NOWD/PERREQ via SCIO, and personal turbulence is to be recorded on JPA by the SPs CM. DWL should only utilise SQEP from the relevant 2* Directorate or CGA / SURFLOT Workforce Action Group (SWAG) area of responsibility endeavouring to minimise personal turbulence as much as possible. Any DWL issued will have been agreed by the relevant CGA/SWAG/2* WFMG prior to P-Ops Cap issuing via SCIO.

Standfast CFS Units[25], in instances where the gap is filled from another Unit via loan the OPDEF is to be **RECTIFIED whilst a TR is in place**[26]. A lower category OPDEF may be raised for the gap created by the donating Unit, with an explanation included in the remarks section. A Digital Personnel Support Request (D-PSR) is not required. A PERREQ is raised when the gap will continue after the TR disembarks, replaced with an OPDEF seven days before the gap becomes extant

(4) **Temporary Fills.** Where a SWLL or DWL cannot be identified, moves with a duration of between 14 and 30 days are considered to be temporary fills and can be conducted on the authority of P-Ops CAP or, for internal 2* area moves, by 2* WFMGs. These moves are not assignments[27], so are not covered by the rules on assignment notice but are subject to the rules on personal turbulence.[28] They are to be recorded in the SCIO Trawl Log and in personal turbulence notes on JPA[29]. A completed D-PSR will be required on this occasion.

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[24] Loans of ratings between Units BRd3 5949
[25] See para d(7)
[26] Except CFS Units which should follow rules as detailed in para d(7)
[27] Individual is Move and Tracked in JPA.
[28] For moves between 15 and 30 days: standfast volunteers, WF should not be moved temporarily to fill another JPA assignment at short notice more than **3 times in any 12-month rolling period, and a cumulative total duration of no more than 57 days** (Cat B). They should be given a minimum of **2 working days' notice** to move (Cat B)
[29] Annex 59I.

(5) For SWLL, DWL or Temporary Fills where the requirement for a TR is less than seven days, P-Ops do not have sufficient time to complete a trawl so the onus on identifying an immediate solution lies with CGA/SWAG or 2* WFMG. If the TR is required for greater than seven days then the responsibility for identifying options and conducting a trawl lies with P-Ops unless the relevant CGA/SWAG or 2* WFMG decide that a SWLL or DWL is the better option; in both case P-Ops will provide the list of available WF that meets the PE-OPDEF request.

(6) **Task Group (TG) Delegated Authority.** Deployed commanders may apply for delegation of authority to conduct the P-Ops CAP role to resolve personnel OPDEFs within their TG. This will enable them to temporarily move personnel between TG Units to resolve short-term WF issues; they are subject to the same restrictions and requirement to use the SCIO Trawl Log as P-Ops CAP in these moves. A requirement for this delegation should be discussed in the first instance with NAVY PEOPLE-OPS CAP SO1.

(7) **OP KIPION MCMV Dual Crew Personnel.** Personnel in the Dual Crew Model (DCM) whether deployed or in UK-ReGen are afforded the same WF protection and are not to be selected for sea-going or overseas Trawls. Only in extremis will DCM WF be used during the four-month RGen phases for UK based exercises or to supplement Squadron (Sqn) support roles such as Dormant Ship Routines, Care and Protection duties etc. Any use of DCM personnel during the RGen phase must not impact on Post/Pre-Deployment leave, TEMS, or key generation events[30].

(8) **Temporary Assignments.** Any move of over 30 days is considered to be an assignment and requires CMs to issue an Assignment Order. These moves are covered by Assignment Notice.[31] A Cat A waiver authorisation by NAVY PEOPLE-CM-HD (or delegated officer) will generally be required for assignments in response to short notice trawls. P-Ops CAP/WFMGs can only move personnel for a maximum of 90 days, giving the CM time to assign a PR iaw normal assignment regulations. **Some exceptions remain where an individual may be required for longer than 90 days in support of ongoing operations e.g. CASD**. WF required at short notice in support of these ongoing operations are to be assigned by the CM as a **PR** for the duration of the operational period. After this period the nominated person may be assigned back to their original Unit. In this instance P-Ops CAP would action the trawl and liaise with the CM and CGA to ascertain the nominated candidate. The relevant CM will apply for the Cat A waiver authorisation before raising an assignment order. In the case of SSBN operations, a trawl would be actioned for the deployment only and not operations leading up to the deployment, e.g. Workup, where the deploying unit will utilise the support crew iaw SMGO's Annex 1A Section 5. Any potential trawl action for a PR required at short notice for deploying Gold Crew units will be assessed by P-Ops CAP in conjunction with the relevant CM and Flotilla on a case-by-case basis.

[30] As detailed in SURFLOT CONOPS.

[31] For moves >30 days: WF will be provided with as much notice of assignments as practical and **at least three months' notice for a home-base** (within 50 miles of current Residence at Place of Work address) assignment and a **minimum of five months' notice for non-home base** or LFS assignments (Cat A). Although personal turbulence rules do not apply to these moves, the trawl/nomination will be recorded and taken into consideration for other trawls.

(9) Any pre-booked, career fouling TEMs/Qualifying Course will take priority unless specifically authorised to the contrary, after discussion and agreement with P-Ops CAP SO1.

(10) Any OR6-OR9 on Sea – Shore ratio are only to be approached by P-Ops CAP or the relevant WFMG after consultation with the relevant CM staff.

(11) Personnel can be directed to submit a PE OPDEF/PERREQ D-PSR whilst on leave, but without being recalled, where there is a Service requirement. Personnel that are on leave will only be nominated in extremis for the most compelling of reasons[32] in order to meet the Service need. In this event the individual may apply for all unused leave to be credited back to their account. Personnel are advised to purchase suitable travel insurance[33] as pre-booked leave, whilst an important issue for consideration in trawls, will not necessarily prevent an individual being nominated where there are limited options to rectify critical operational gaps.

(12) As far as possible, arrival/departure dates stipulated on the D-PSR will be adhered to as limits to the duration of the move. In extenuating circumstances (i.e.. change of receiving Unit's tasking) there may be a requirement to extend a TR. To ensure a full auditable trail a further D-PSR will be completed. Receiving Units are **not** to negotiate extensions without P-Ops CAP/WFMG knowledge/authority. Alternatively, P-Ops CAP/WFMG may consider a new trawl to be a less severe option.

(13) **Following a trawl, D-PSRs are required for individuals who volunteer to be a TR to ensure correct recording of all individuals trawled**. As part of their role P-Ops CAP/WFMG aim is to minimise individual turbulence (churn) which has been identified as a major contributing factor towards retention in the Naval Service.

(14) If there is anyone else within the trawled Unit's Chain of Command who needs to be informed of a request for D-PSRs to be submitted, then it is incumbent on the Unit to inform the relevant individuals. Failure to meet the deadline for D-PSR submission is not an excuse for trawled individuals to be exempt from nomination. The individual's Unit is to ensure deadlines are met however, where there are reasonable reasons for delay, an extension may be requested from P-Ops CAP Fwd/relevant WFMG desk.

(15) Where a donating Unit from a trawl receives a gap a PE OPDEF/NOWD/PERREQ should be raised. The response in most instances will be for the Unit to SUSTAIN as due diligence would have been conducted on the gap created by the trawl.

(16) Advice for completing a D-PSR is at Annex 59K.

[32] JSP 760 1.9.
[33] JSP 752 17.0611.

k. **P-Ops CAP/ WFMG Action.**

(1) The P-Ops CAP Forward Cells[34] or WFMGs are responsible for initial communication with the Unit[35] and will co-ordinate discussions between CMs, Ratings Career Management cells (RCMs) and FGAs to resolve all PE-OPDEFs/NOWDs/PERREQs. P-Ops CAP NCHQ, in conjunction with Commander Operations (COMOPS), will provide direction on the overall priorities for resolution.

(2) Units should be aware that if required, a trawl can take a maximum of seven working days to complete due to the time taken to identify options, send out D-PSR requests, assess completed D-PSRs and apply for Cat A waiver. Therefore, Units should expect to bear any gap for this minimum period. If this is not achievable then the Unit should liaise with their relative SURFLOT CGA staff to identify any short term (<seven days) solutions prior to the P-Ops CAP/WFMG option being identified and activated. In extreme circumstances, where a Unit deploys on operations with <seven days' notice with a TR (nominated by SURFLOT CGA) for a period more than 30 days, the donating Unit is to provide a D-PSR for the individual to relevant P-Ops CAP FWD where a retrospective waiver will be sought.

(3) On occasion P-Ops CAP NCHQ staff will conduct a complete audit of all open PE-OPDEFs/NOWDs/PERREQs held within the database. This will require support from all Units with PE-OPDEFs/NOWDs/PERREQs to cross check the data sent by the P-Ops CAP team against their own information. Further information will be sent prior to commencing the audit.

(4) **Trawl Recording.** Details of individuals trawled as TRs for any PE-OPDEF/NOWD/PERREQ will be entered into the SCIO Trawl Log[36]. This allows identification of the number of trawls and/or nominations each individual has been subject to over a rolling 12-month period. There is no limit to the number of trawls an individual can be subject to (although it is assessed that more than six trawls in any 12 month period is getting excessive), however, an individual should not be nominated more than three times in any rolling 12-month period.

(5) This does not prevent individuals with particularly specific SQEP from being trawled a high number of times but does allow 'spread of the pain' where possible.

[34] At Devonport, Faslane and Portsmouth. The RCMs at Culdrose, Yeovilton and Marham perform the function for the Air Stations.
[35] P-Ops CAP Fwd will acknowledge receipt of PERREQs/OPDEFs; if a receipt is not received within 24 working hours then contact is to be established with the relevant team.
[36] Held within OPDEF Database application in SCIO.

SECTION 12

OTHER INFORMATION

5949. Loan of Ratings Between Units

Where Commanding Officers approve the loan of ratings from one ship/submarine or establishment to another for a period of 30 days or less, no assigning action is necessary, however the individual's Personal Turbulence should be recorded in JPA in accordance with the policy in Annex 22A Chapter 2 and instructions in Annex 59I. Where the loan is expected to be in excess of 30 days (including expeditions etc), the CM is to be informed and assignment action taken to ensure that the loan does not conflict with any assignment plans.

5950. Workforce Priorities

See also Para 6202.sub para b. Priority for manning established positions is set out at 3 levels:

a. **Strategic - DIN: Workforce Priorities for the Naval Service.** The Workforce Priorities for the Naval Service DIN provides strategic level guidance for the prioritisation of Naval Service workforce across Defence. It is subject to annual review by the Naval Manpower Working Group (Strength), chaired by DACOS (PPlan).

b. **Operational - COMOPS Priority List.** The COMOPS Priority List provides the Capability Generation priorities for Fleet Military Tasks and Operational Activity. Issued 6 monthly.

c. **Tactical - Fleet Operational Workforce Prioritisation.** In compiling the Fleet Operational Workforce Prioritisation, representatives from Commitments, Schedulers, FCIGs and DDPD Pers Ops and Plans, on behalf of CMs, agree the tactical workforce priorities grid based on a. and b. above. These grids are distributed to CMs/CMCs to support tactical workforce management. The grids are reviewed monthly.

5951. Core Team Concept

The Core Team Concept applies to operational units as they regenerate and through their operational deployment. It aims to ensure sufficient continuity in key posts to preserve the capabilities for which the ship has been generated. In formulating the Core Team the primary focus is on the maintenance of OC whilst recognising the need to identify levels of assignment flexibility available to Career Managers (CMs) to ensure acceptable flows for seagoing professional development and into and out of key career courses.

5952. Continuity Positions

Certain designated Positions may have a continuity requirement specified. This will be identified by the use of the 'Standard Tour Length' field in the Unit Establishment List. The continuity indicated is advisory only to CMs as other higher priority movements may necessitate individuals being moved earlier than planned. Ratings assigned to Continuity Positions are not normally to be assigned to a new position or an Emergency Relief Pool (ERP) until the period of continuity has been served, even if the rating concerned has passed their SAVDATE. Submarine ratings assigned to Donor, continuity or Submarine Essential Positions will remain liable for service in the Emergency Relief Pool. For background information on Continuity Positions see Chapter 2.

5953. Gapping

a. **Gapping Policy.** When a suitable individual is not immediately available to relieve another before departure, a position may be gapped. CMs must use their plot knowledge and workforce priorities guidance to decide where gaps should lie. The position will be left vacant until a suitable relief is available. The decision to leave important or highly contentious positions gapped should be discussed with and approved by Hd CM, keeping DDPD informed. It is vital that positions which are proposed to be left unfilled are identified early and that CMs notify the organisation's Commanding Officer of the gap as soon as possible.

b. **Gapping of Established Positions to Fulfil Un-established Tasks.** Gapping of an established position should not occur in order to release an individual to fill an un-established (and therefore un-costed) position. Although it should be resisted, there will be occasions, however, when an individual is required for an un-established task. In such cases the relevant SO1 CM should engage with the requesting authority and, in discussion with Hd CM, make a judgment about the relative importance of the requirement and, if applicable, which established position will be gapped.

c. **Absences of Less Than 3 Months.** In the case of absences of less than 3 months, unless the gapped position is a high workforce priority (see Para 5949), no Career Management action will be taken. If the position is listed as a high workforce priority and the employer is unable to bear the gap the actions at Para 5945.d sub para (2) and sub para (3) above should be taken. CMs should liaise closely with DDPD Pers Ops and Plans as appropriate to ensure that the most appropriate action is taken as swiftly as possible. A relief will not routinely be found for personnel who are medically downgraded for less than 3 months.

5954. Use of Reservists - Full Time Reserve Service (FTRS) and Additional Duties Commitment (ADC)

a. Naval reservists (regular and volunteer) may undertake an FTRS commitment as a means of filling Naval positions on a full-time basis where no suitable Regular Service person is available; ADC is a means of filling either an established position or an un-established commitment on a defined part-time basis. ADC can also be used for job sharing an established position. Positions may be specifically established for Reserves personnel. If a Position is only required to be filled on a part-time basis, it should normally be designated for a Reservist, so that it does not generate a liability for Regular personnel. See Annex 59H for 2SL policy on the use of FTRS.

b. RFR, RNR and RMR Officers and Ratings/ORs may register with the CM Reserves team as volunteers for full-time or part-time Reserve Service. If a match is found with the requirements of a Position that cannot be filled by a Regular Service Person, a formal procedure establishes the terms of any Commitment. Further Commitments may be granted, with the employer's support and CM Reserves approval up to a certain, defined limit; thereafter, the decision rests with Hd NPS. Employers may also initiate the process by requesting that a specific Position is filled by a Reservist, but agreement is at DDPD's discretion.

5955. Return of Service

a. When RN and RM personnel undertake specific courses of training, studies or receive financial bonuses, the RN requires a return on its investment. The normal requirement is that individuals complete an effective period of service called a Return of Service (ROS). Training ROS fall into two areas: initial training, that taken by officers, ratings and other ranks prior to joining the trained strength and further training - that taken by officers, ratings and other ranks after joining the trained strength.

b. Details on ROS can be found at the following references: Chapter 53, extant DINs; and JSP 754 (Tri Service Regulations for Pay and Charges).

5956. Assigning of Warrant Officers First Class

a. **Career Management.** WO1s are assigned on a personal basis in order that their individual employment can be planned to the best advantage of the Service and themselves. WO1s are encouraged to contact their CM to arrange an interview approximately mid-assignment to discuss their next assignment or as required.

b. **Training.** CMs are to ensure that all WO1s undergo the Warrant Officers Staff Course (WOSC), either between selection and promotion, or as soon after as circumstances permit.

c. **Personnel Files.** Personnel dossiers on those selected to WO1 by the Promotion Board will be transferred to the CMs on completion of the selection procedure and will form the background for the assigning process. These dossiers will be updated by the annual SJAR reports and also include a record of all correspondence between the individual and WO1 CM and any relevant CM information. The records are held by the respective WO1 CMs.

5957. Assigning of Personnel Holding Local Acting Rates

a. CMs are not normally to assign in such a way as to create or perpetuate Local Acting Rates and are to strive to fill positions with personnel holding the substantive rate required by the Unit Establishment List.

b. In the event that a rating is assigned to a position for a rate one above their current rate, they may be granted the Local Acting Rate provided that the appropriate Command Course has been successfully completed and that a waiver is granted in accordance with Part 8. If a Receiving Unit considers it to be in the best interest, application may be made to the Discharging Unit to grant the Local Acting Rate, effective on the date of joining, so that the rating joins their new unit dressed in the uniform of the higher rate (see Part 8 – Promotions - Chapter 65).

c. The Local Acting Rate is to be relinquished in accordance with the guidance in Part 8.

5958. Personal Turbulence

Information on Personal Turbulence policy can be found in Annex 22A (Chapter 2). Instructions on how Career Managers should record this in JPA can be found in Annex 59I.

5959. Assignment Restrictions for Offenders

a. The Royal Navy must ensure that it provides a safe working environment for Service personnel and that, in the course of their employment, individuals do not suffer fear, alarm or distress. Following an offender's conviction for a particular type of offence, to assign that individual to a unit where the victim of the offence is also serving may cause anxiousness or distress to the victim thereby impacting adversely on operational capability. In these circumstances, the Service must balance the rights of the offender[37] against the need to maintain unit trust and cohesion. As a matter of policy therefore, in accordance with Table 59-1 below, assignment restrictions are to apply to individuals who are convicted of certain offences where the victim of the offence is also a member of the UK Armed Forces. The duration of any assignment restriction must be proportionate to the seriousness of the offence and the likely feelings of the victim should the offender be assigned to the same unit.

[37] Under the Rehabilitation of Offenders Act 1974 and human rights related legislation.

Table 59-1 - Duration of Assignment Restrictions for Offenders

Nature of Offence	Duration of Assignment Restriction
Any violence-related offence which results in a committed or suspended sentence of imprisonment or detention	From the date of conviction for at least 5 years unless the victim consents to serve in the same unit as the offender. To be reviewed at 5 years.
Any sexual offence	From the date of conviction until the victim leaves the Service.
Any domestic-abuse related offence	From the date of conviction for at least 5 years. To be reviewed at 5 years.
Any offence under the Protection from Harassment Act 1997	From the date of conviction for at least 5 years. To be reviewed at 5 years.

b. For convictions arising from Summary Hearings or Courts-Martial, the Summary Hearing Review Cell (SHRC) will identify those offenders and victims who should be subject to assignment restrictions in accordance with Table 59-1 and will send an e-mail notification to NAVY PCAP-CM MAILBOX (a multiuser account with access restricted to the CM COS and COORD team); receipt of this notification will be acknowledged by e-mail. The affected parties ('X' and 'Y') will be identified by Service Numbers only (without an indication of who is the victim and who is the offender), and the nature of an offence will not be disclosed by the SHRC. The SHRC will state the date/occasion on which the assignment restriction is to expire. Assignment restrictions will expire if this is prior to expiry date when the victim or offender(s) leave the Service.

c. For convictions arising from proceedings in a civilian court, the offender's unit will raise a C57 in accordance with extant Service Penalty procedures. Completed C57s will be forwarded to the SHRC[38], who will inform the NCHQ Career Management organisation of any assignment restrictions which may follow, noting that the victims of such offences are rarely Service personnel.

d. Career Managers are to record assignment restrictions on the JPA HR record of both parties (X and Y). The restriction is to be recorded as follows:

(1) **On X's JPA Record:** "Not to be assigned to a unit where [enter Y's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]".

(2) **On Y's JPA Record:** "Not to be assigned to a unit where [enter X's Service Number] is serving or is assigned to join at a future date. Assignment restriction to expire [enter date/occasion specified by SHRC]."

Note. *These assignment restrictions are to be applied in addition to any restrictions imposed by Chapter 20 Section 22 in relation to the management of suspected registered sex offenders.*

[38] In accordance with the RN Summary Hearing Review Cell Training Guide to JPA Discipline.

e. Once assignment restrictions are in place, Career Managers will have to exercise judgement in determining whether any particular assignment will in reality have the effect of undermining the purpose of the restriction. This may occur, for example, if the individuals are likely to be collocated within the same establishment (e.g. two lodger units within HMS NELSON), or one party will have regular professional contact with the other (e.g. a CPO Log (SC) assigned to the Waterfront Logistics Support Group Portsmouth and a PO Log (SC) assigned to a Type 45 destroyer). It is not possible or desirable to provide a comprehensive list of situations which may breach the general principle: common sense must be applied. **Legal advice is to be sought where adherence to an assignment restriction would cause prejudice to an individual, including to their career progression.**

f. For violence, domestic abuse or harassment related offences, five years after the date of conviction, assignment restrictions will be reviewed, with a presumption that they will be removed. The SHRC will notify the Service Police who will contact the victim (if they are still serving) to inform them of the review and offer them the opportunity to raise any exceptional circumstances that might justify retention of the restriction. If exceptional circumstances are raised, Hd Career Management must determine whether the assignment restriction should be removed or retained; when doing so they must seek legal advice from SO1 Employment Law.

g. Where a unit or assignment authority intends to temporarily assign an individual to a training course, the unit administrator or assignment authority must consult the individual's JPA record to check that there are no assignment restrictions in place. If there are, the unit administrator or assignment authority must ascertain where the other party is serving. If no breach of the assignment restriction will occur, the individual may be assigned to the course. If a breach will arise, the unit administrator or assignment authority is to inform the individual's Divisional Officer (or G1 Adviser for Royal Marines). If assignment restrictions are in place but the Divisional Officer/G1 Adviser considers that to prevent the individual's attendance on the course would cause prejudice to them, then the unit or assignment authority must seek legal advice through the unit Command Adviser from the relevant Regional Legal Office.

h. There may be situations following a Court Martial or civilian court hearing in which a Service person is found not guilty of an offence listed in Table 59-1 above, however they or the alleged victim still have a strong aversion to serving with the other party. In that situation there is no automatic entitlement to an assignment restriction, however an individual’s line manager and Career Manager(s) should be consulted to determine whether a voluntary assignment restriction can be put in place. Legal advice should be sought where there is any concern about the restrictions being considered (i.e. where there may be prejudice to either the Service requirement or to the career progression of one or both parties).

ANNEX 59A

COMMAND ASSIGNMENTS AND SELECTION CRITERIA

Note. *The following material is under regular review and should be read in conjunction with extant DINs and the JSP 550 series (Military Aviation Regulations).*

SECTION 1 - GENERAL

1. Command Assignments

A definitive list of command assignments is at Appendices 59A-1 to 59A-3. This is a living document which is subject to regular review. Applications for additions to the list are to be made to the Dir P&T. Prospective commands will be judged against a series of criteria, including the following: autonomy, risk, responsibility for people and materiel, financial accountability and disciplinary powers.

2. Types of Command

a. **Sea Command.** In Command of one of His Majesty's seagoing Ships/Submarines or Squadron of Ships.

b. **Military Command.** Military Command includes the following:

(1) **Air Command.** In Command of a Naval Air Squadron.

(2) **RM Command Assignments.** Including military sub-units.

(3) **Shore Command.** In Command of one of His Majesty's shore establishments or designated shore-based units.

c. **Subordinate Command.** Subordinate Command includes the following:

(1) **Professional Command.** In Professional Command of a designated department or unit merited by the responsibilities of the position.

(2) **Support Command.** In Command of a designated unit operating in a support role.

(3) **Training Command.** In Command of a designated unit operating in a training role.

(4) **Sub-Unit Command.** Not in direct Command, however in Command of a designated group or body which would normally be capable of an autonomous function or capability.

3. Common (Command) Assignments

For major shore establishment commands at OF4 and above, the principle is that Command is open to all Branches except where there is an overriding and specific professional requirement. For example, at RNAS Culdrose and Yeovilton, the CO, as the officer responsible for Aviation, delegates the authorisation for flying and must have the personal professional competences to do so.

4. Professional Command

The Command element of sea and shore 'charge' assignments is recognised by designating them generically as 'professional commands' and by specialisation as 'engineering/logistics command' as appropriate. This makes them easier to recognise as being equivalent to sub unit command when officers compete for tri-service assignments. There are some positions that require engineering charge status but are not designated as Professional Command (e.g. Nuclear Reactor Plant Manager (NRPM) (previously DMEO(SM))

5. Selection for Command

a. Command (see Appendix 59A-1) is open to officers of the highest quality, who have demonstrated the attributes within paras 6-7.

b. The selection process at each rank and for the various types of Command is broadly similar and any variation is identified in the following paragraphs which explain the different selection boards. The different Commands and Selection Boards are detailed in the Table below:

Table 59A-1. Commands and Selection Boards

COMMAND	OF2	OF3	OF4	OF5	OF6
Sea Commands, Sea Subordinate Commands	SASB1/SVC	SASB1	SASB2	SASB3 with 1SL approval	FSOAB with 1SL approval
Aviation Commands, Aviation Subordinate Commands	NA	AASB1	AASB2	FSOAB	FSOAB with 1SL approval
RM Operational Commands	Normal assigning	MCB1/Normal assigning /DCGRM Approval	MCB2/CGRM Approval	FSOAB	FSOAB with 1SL approval
RM Shore Commands (inc Rotational)	Normal assigning	MCB1/ Normal assigning /DCGRM Approval	MCB2/CGRM Approval	FSOAB	FSOAB with 1SL approval

(Continued)

COMMAND	OF2	OF3	OF4	OF5	OF6
Second Sea or Aviation Command assignments requiring post-Command status	Normal assigning	Normal Assigning	Cdr QEC to have previously held SASB2 Command.	SASB3 with 1SL approval (seagoing); FSOAB (aviation)	FSOAB with 1SL approval
RN Training and Support Commands	Normal assigning	PCSB/CCSB	PCSB Approval	FSOAB	FSOAB with 1SL approval
Shore Subordinate & Sub-Unit Commands and Professional Commands.	Normal assigning	PCSB/CCSB/DG/INT MCB1	PCSB/CCSB/DG/INT MCB2	FSOAB	FSOAB with 1SL approval

Key:

SASB	Sea Appointments Selection Board
AASB	Air Appointments Selection Board
SVC	Small Vessel Command
MCB	Military Command Board
PCSB	Professional Command Selection Board
CCSB	CAPPS Command Selection Board
FSOAB	Flag and Senior Officers' Appointments Board
DG MCB	Diving Group Military Command Board
INT MCB	Intelligence Military Command Board

6. Candidature

a. Command of a ship, air squadron, submarine, MM/PP squadron or RM Operational Unit will demand a level of currency with Joint Operations, at sea and in the air. Candidates will be expected to have held a front-line sea/air assignment[1] within the 5 years[2] prior to the respective Board, to satisfy Board Members that they have the necessary experience, in the case of Sea Command to have achieved the requirements of STCW and, for Air Command, the requirements of Military Aviation Regulations. Furthermore, candidates must be recommended for Command.

b. If an individual has distinct prospects of selection for both Aviation and Sea Command, or for surface and submarine Sea Command in the same year, the Board Adviser will guide the Board Chair. The Board Adviser will also provide a judgment if a candidate, having held OF4 Command in either a Sea or Air assignment, can compete for further command in the other environment.

[1] Front-line sea assignments are selected from the units at Appendix 51A-2 and their Loan Foreign Service equivalents.
[2] Six years for Air Comd taken from the date of the relevant AASB.

7. Selection Factors

Each selection Board will be guided by the following selection factors and any variation as detailed in the relevant Board section:

a. **Command and Leadership Skills.** The ability to lead, meld and motivate a team in war and peace and possession of the necessary mental and physical resilience to withstand the strains of Command. Officers should have demonstrated a strong potential to succeed in Command. These criteria are common to all types of Command assignments.

b. **Warfare Skills.** Officers to have demonstrated the professional knowledge and experience required to successfully fight their unit/squadron.

c. **Seagoing Currency.** The Royal Navy is bound by the IMO Standards of Training, Certification, and Watchkeeping (STCW)[3], and has interpreted eligibility through the development of command examinations and 'Command Qualification' (CQ1 and CQ2)[4].

d. **Airmanship Currency.** The criteria for Air Command eligibility are dependent on the nature of the air assignment and are detailed in the eligibility table.

e. **Professional Command Currency.** It follows that, as well as the appropriate CLM abilities, Professional Command candidates should have demonstrated professional credibility within their specialisation appropriate to the Command Assignment(s) for which they are being considered. They should also hold any professional qualification appropriate to that level of Command.

f. **Merit.** Merit is an inherent factor in the selection process (see Para 6508).

8. Eligibility

Eligibility requirements for each type of Command are detailed in the tables below. Consideration may be given to individuals who fall short of these minima, provided that an exceptional case can be made, which will most likely be based on a proven track record. Career Managers are key to advising candidates and selection boards if/when a candidate might otherwise be considered ineligible. Final arbitration on eligibility rests with Deputy Director People in the cases of OF2 to OF4, and with the NA in the case of OF5, in consultation with the respective Head of Fighting Arm.

9. Automated Generation of the Candidate Pool via SCIO.

Command/Professional Command selection boards require the same level of assurance and governance that is afforded to the promotion/commission transfer process and therefore from 2022, this process will be managed by Proms, using an automated process to provide a pool of candidates for each selection board. This pool of candidates will then be scrutinised by CMs to ensure that eligible volunteers are presented at the optimum time[5].

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[3] International Maritime Organization: International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978.
[4] BR 9940 Ship and Naval Air Squadron Command Examination, Command Qualification and Platform Endorsement Process
[5] CMs should discuss timing of board presentation with candidates and any decision not to present an eligible candidate should be recorded in the SPs SCIO E-Pack.

a. **JPA Data Fields.** SCIO will be used to produce the initial pool of candidates based upon the JPA data fields related to the eligibility requirements in the tables below. Where this is related to a JPA competency, it is in candidates' interest to ensure that their competence profiles are correct.

Table 59A-2. Eligibility for Sea Command

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF2	SVC	- **Experience:** Have completed at least one complement assignment at sea and successful completion of PNO course prior to assuming Command. - **Currency:** 18 months Qualifying Sea Service[6] since the award of their NWC. - **Recommendation:** Recommended by Command and Flotilla using the Command Competency Framework.
	SASB1	- **Experience:** Have completed a minimum of 2 complement assignments at sea in the surface or submarine flotillas. - **Currency:** Candidates will have served at sea and have a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB). - **CQ1** - **Recommendation:** Recommended for a Command assignment. ICSC(M) or a recommendation for staff training.
OF2-3	SMCC Selection Board[7]	As directed by BR9275(3) art 1803.
OF3	SASB1	- **Experience:** Qualified PWO/PWO(SM)/PWO(AV)/HCH and completed a warfare tour in an associated assignment (minimum 18 months). - **Currency:** Candidates will have served at sea and have a minimum of 12 months QSS in the last 5 years (taken from the date of the relevant SASB). - **CQ2** - **Recommendation:** Recommended for a Command or Executive assignment. ICSC(M) or a recommendation for staff training.

(Continued)

[6] In view of the short selection window and timing of the SVC boards, candidates may be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.
[7] Successful completion of SMCC qualifies an officer for an assignment as XO SSN/SSBN and is presented to Capt SM for ratification (in his leadership role as Capt SM, not in his role as SMCC Board Chair).

Assignment	Board	Criteria
OF4	SASB2	**Command of a surface unit** - **Experience:** The eligibility requirements of SASB1, but with 2 Warfare tours in associated assignments. Unit command, including XO DD/FF as a result of previous SASB, is highly desirable. - **Currency:** As SASB1. - **CQ2** - **Recommendation:** Recommended for a Command assignment. Command knowledge gained from the attainment of CQ2 has been translated into practical familiarity. psc(j) or a recommendation for ACSC.
		Command of a submarine - **Experience:** Must have completed an appointment as XO SSN/SSBN. A subsequent SM(CQ) shore assignment is highly desirable. - **Currency:** As SMCC selection board. - **Recommendation:** Recommended for a submarine Command assignment.
OF5	SASB3	1. Qualified PWO/SMCC/HCH or relevant aviation qualification, and completed a minimum of 2 front-line warfare tours and/or held a front-line Sea assignment within the previous 5 years. Unit command, as a result of previous SASB/AASB, is highly desirable. 2. CQ2. 3. psc(j) is highly desirable.

Notes:

1. Candidates will need 36 months' Qualifying Sea Service prior to award of CQ1.

2. BRd 9940 details ship and air command examination and command qualification process.

Table 59A-3. Eligibility for RM Command

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF3 RM Sub-Unit and Subordinate Command	MCB1	1. **In Zone**. CPD +2 yrs to +5yrs (3 looks). 2. **Recommendation.** Recommended in at least one OJAR report for a Command Appointment at OF3. 3. **Previous MCB1 Grading**. Any officer receiving a 'C-grade' at a previous MCB1 will not be considered at any subsequent MCB1s. 4. **Deferral**. In exceptional circumstances, a deferral of presentation to the Board for 12mts may be approved by SO1 OCM RM. This will be based on Service requirements and not personal preference. The result will be an extension in zone. 5. **Preferences**. MCB1 candidates submit Command Appointment preferences to CM OF RM SO2A, they may opt to be considered for any SUC or for Shore SUC consideration only. 6. **Withdrawal**. An individual may elect not to be considered at a Board for which he is eligible. However, this will not extend their time in zone. 7. **RM Pilots and SF**. RM Pilots and RN SF officers who meet the above criteria remain eligible for consideration but will also be subject to consideration for command and staff assignments within their specialist areas.
OF4 RM Unit Command, RMR Command and Subordinate Command	MCB2	1. **In Zone**. RM OF4s of seniority +2yrs to +4yrs **on 30 Jun of the year of the Board** (3 looks). 2. **Experience.** ACSC or PSC(j) equivalent is desirable but not essential. Previous command at OF3 is highly desirable but not essential. 3. **Recommendation.** Recommended in at least one OJAR report for a Command Appointment at OF4. 4. **Previous MCB2 Grading**. Any officer receiving a 'C-grade' at a previous MCB2 will not be considered at any subsequent MCB2s. 5. **Deferral**. As for MCB1. 6. **Withdrawal**. As for MCB1. 7. **RM Pilots and SF**. As for MCB1. 8. RM Reserves who meet the same criteria as regular offrs, and who are volunteers, will be considered for RMR comd appointments.
OF5 RM Unit Command	MCB3	1. **Experience:** ACSC or PSC(j) equivalent is desirable but not essential. 2. **Recommendation:** Recommended for Command at OF5.

Note. *Guidance on when officers come into zone for consideration is given at Para 22 sub para d below.*

Table 59A-4. Eligibility for Air Command

List of command assignments is at Appendix 59A-1, and Sub-Unit Command assignments at Appendix 59A-2.

Assignment	Board	Criteria
OF3 Air Command and Executive Assignments	AASB1	- **Experience:** Have completed a minimum of 36 months in front-line aviation.). - **Currency:** Candidates should hold full currency according to specialisation, type or role within a complement assignment within the last 6 years (taken from the date of the relevant AASB). - **Qualifications**: CQ(A)1 and ICSC(M). Candidates should hold qualifications relevant to frontline squadrons (e.g. HWI/QWI/PWO(AV)) and will hold qualifications relevant to training squadrons (e.g. QHI/QOI/QFI). - **Recommendation:** Hold a current recommendation for an AASB1 assignment via most recent OJAR.
OF3 SATCO TAS Assignments	AASB1	- **Experience:** Must have previously been SATCO FOST, SATCO QEC, MATO SWK or DSATCO TAS. - **Qualifications**: ICSC(M). - **Recommendation:** Hold a current recommendation for an AASB1 assignment.
OF4 Squadron Command	AASB2	- **Experience:** Have completed a minimum of 48 months in front-line aviation.). Candidates should have previous Command or executive experience. - **Currency:** as AASB1. - **Qualifications**: CQ(A)2 and ICSC(M). Ideally should hold qualifications relevant to either frontline (e.g. HWI/QWI/PWO(AV)) and/or training (e.g. QHI/QOI/QFI) squadrons. psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.
OF4 Force Command	AASB2	- **Experience:** Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. - **Currency:** Have held an aviation related frontline or staff assignment within the last 5 years. - **Qualifications**: CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.

(Continued)

Assignment	Board	Criteria
OF4 Commander Air Afloat	COMNA Selection'	- **Experience:** Have completed a minimum of 48 months in front line aviation. Candidates should have previous Command or executive experience. Candidates should hold the JPA Competency *Experience* | *QEC* | to at least Practitioner level. - **Currency:** Have held an aviation related frontline or staff assignment within the last 5 years. - **Qualifications**: CQ(A)2 and ICSC(M). psc(j) or a recommendation for ACSC. - **Recommendation:** Hold a current recommendation for AASB2 Air Command via most recent OJAR.

Note. *Where Air Executive or Command assignments are held at OF3 level, the AASB1 will select the Commanding Officer and Senior Pilot/Observer (including all positions of equivalence irrespective of terminology in use e.g. Executive Officer, as appropriate.*

Table 59A-5. Eligibility for Shore Command (Fleet Diving Squadron)

List of command assignments is at Appendix 59A-1.

Assignment	Board	Criteria
OF3 Diving Group Command	DG MCB1	- **Experience:** Completed a minimum of 2 front-line warfare tours in an associated assignment (minimum 18 months). PWO qualification and FDS Sub-Unit Command highly desirable. - **Recommendation:** Recommended for Military Command. Achieved ICSC(M) or a recommendation for further staff training.
OF4 Squadron Command	DG MCB2	- **Experience:** Completed a minimum of 2 front-line warfare tours in an associated assignment (minimum 18 months). PWO qualification and previous Shore Command highly desirable. - **Recommendation:** Recommended for Military Command, achieved ACSC or a recommendation for further staff training.

Table 59A-6. Eligibility for Professional Command (Engineer)

List of PC(E) assignments is at Appendix 59A-2

Assignment	Board	Criteria
OF3 AE	PCSB(E)	- **Experience:** Substantive OF-3 (on the day of the PCSB) - **Availability:** As per Para 27e. - **Qualifications**: As of 1 Oct, prior to the PCSB, hold the JPA competence of Engineering | Incorporated Engineer – IEng|Joint| (AE). - **Recommendation:** Hold a positive recommendation for Prof Comd in the most recent OJAR.
OF3 MEGS	N/A	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 27e. - **Qualifications**: Hold the JPA Competence of Professional|Marine Engineer Charge Qualification (MCQ)|Navy|[8]. - **Recommendation**: Recommended for OF3 Professional Command.
OF3 MESM (NRPM and/or MEO)	PCSB(E)	- **Experience**: Substantive or selected OF3 on the day of the PCSB. - **Availability**: As per Para 27e. - **Qualifications**: Hold the JPA Competence of Professional| MCQ(MESM) Charge Qualification|Navy|. Hold the JPA Competence of Professional| SM Lt Recommended for DMEO|Navy|. Hold one of the two JPA competencies of: IEng – Engineering|Incorporated Engineer - IEng|Joint| or CEng - Engineering|Chartered Engineer - CEng|Joint| - **Recommendation**: Recommended for OF3 Professional Command in a previous OJAR.
OF3 WEGS	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 27e. - **Qualifications**: Hold the JPA Competence of Professional|Weapon Engineer Charge Qualification (WCQ)|Navy|[9]. - **Recommendation**: Recommended for OF3 Professional Command.

(Continued)

[8] Sea Assignments only.
[9] Sea Assignments only.

Assignment	Board	Criteria
OF3 WESM	PCSB(E)	- **Experience**: Substantive or selected OF-3 (on the day of the PCSB). - **Availability**: As per Para 27e. - **Qualifications**: Hold the JPA Competency; Officers (General)|Weapon Engineer (Submarine) Charge Qualification|Navy|. - **Recommendation**: Recommended for OF3 Professional Command.
OF4 AE, MEGS, WEGS, WESM	PCSB(E)	- **Experience**: Substantive or selected OF-4 (on the day of the PCSB) and hold JPA Competence CMS|12 Months OF3 Engineer Professional Command|Navy. - **Availability**: As per Para 27e. - **Qualifications**: Hold the JPA Competence of Engineering | Chartered Engineer – CEng|Joint|[10]. - **Recommendation**: Recommended for OF4 Professional Command.
OF4 MESM	PCSB(E)	- Experience: Substantive or selected OF-4 (on the day of the PCSB) and hold JPA Competence CMS|12 Months OF3 Engineer Professional Command|Navy -Overall Performance Grade of B (or higher) awarded during MEO (PC(E) assignment). -Availability: As per Para 27e. -Qualifications: Hold the JPA Competence of Engineering | Chartered Engineer – CEng|Joint|[11] -Recommendation: Recommended for OF4 Professional Command.

[10] This requirement will be reviewed against deep specialist Professional Command posts and waiver process applied if necessary.
[11] This requirement may be considered for waiver out of operational necessity by application to CSO(E) via FMEO(SM).

Table 59A-7. Eligibility for Professional Command (Logistics)

List of PC(L) assignments is at Appendix 59A-2.

Assignment	Board	Criteria
OF3	PCSB(L)	- **Experience**: Substantive or selected OF3 having completed one seagoing assignment. - **Qualifications:** Have completed the Logistics Professional Command Board[12] holding the competency CMS|LPCB (LOGISTICS PROFESSIONAL COMMAND BOARD)|Navy| - **Availability:** Candidates must be available to attend PLCC within the next training year (i.e. have not submitted request for early termination or be undertaking Barrister training). Candidates must have at least 5 years to serve on their current engagement (time for 2 assignments post PC(L) assignment. Candidates must be on an FCS commission or be a volunteer for transfer. **Recommendation:** Hold a positive recommendation for Prof Comd in the most recent OJAR
OF4	PCSB(L)	- **Experience:** Substantive OF-4 with a maximum 5 years seniority (taken on the date of the relevant PCSB). - **Availability**: Candidates must have at least 5 years to serve on their current engagement. Volunteer status should be expressed to the SO1 Logs CM. - **Recommendations:** Hold a positive recommendation for Prof Comd in the most recent OJAR and have at least one report in rank. Individuals selected at the board who do not wish to be appointed to PLC assignments, through personal choice, will not be eligible at the subsequent board unless a compelling case to prevent exclusion has been accepted. Such applications should be made through the individual's Career Manager for consideration by the Selection Board Chair. Irrespective of personal preferences, all individuals selected are eligible for Assignment to any PLC position in accordance with Service Requirement.

Table 59A-8. Eligibility for Professional Command (Medical)

Assignment	Board	Criteria
OF4	PCSB(M)	- **Experience:** Have successful command or relevant Staff experience and broad DMS experience at OF3. Displaying potential for promotion to OF5. Boards should consider that different sub-branches have different career paths at OF2-3 and that will be reflected in reporting. - **Recommendations:** Hold a positive recommendation for Shore Command in the most recent OJAR. - psc(j) or at least high recommendation for ACSC - Serving on an FCS • Yes or above for 1-up (OF5) promotion

[12] Not applicable to those joining sea going units prior to 1 Jan 2011.

Table 59A-9. Eligibility for Intelligence Shore Command (From Apr 2026)

Assignment	Board	Criteria
OF3 Int Sub-Unit Command	Int MCB1	- **Experience**: Completed a minimum of two operational intelligence tours (minimum 18 months) at OF3 level[13]. JMIC qualified. - **Recommendation**: Recommended for military command. Achieved ICSC(M) or recommended for further staff training.
OF4 Int Unit Command	Int MCB2	- **Experience**: Completed a minimum of one OF4 intelligence tour (minimum 18 months). JMIC qualified. Previous sub-unit command highly desirable. - **Recommendation**: Recommended for military command. Achieved PSC(j) or foreign equivalent or recommended for further staff training.

[13] An operational intelligence tour is defined as being appointed to a core, liability intelligence position career managed by OCMXINT.

10. Board Adviser

The appropriate officer from Career Management will act as the Board Adviser. Their role is to provide an initial briefing to cover the following: the selection target and any branch and specialisation considerations; relevant assigning factors such as continuity of reporting; and the career management perspective.

11. Board Composition

Whilst the composition of individual boards is detailed below, the individual members should not be from a role which reports directly to the Board President. Where possible, the board should include both male and female voting members.

12. Board Grading

Sea and Military Command boards will apply a grading to each candidate as follows unless specified otherwise in the board guidance. Board grading for Subordinate Command (Professional, Support, Training and Sub-Unit) is detailed at Para 27:

a. **List A.** Selected to the Pool for Sea/Military Command.

b. **List B.** Not selected this time but subject to further review at future boards.

c. **List C.** Not selected for Command assignments or further review in current rank[14]. Officers who have previously graded C may, in exceptional circumstances, be reconsidered by future Command Boards should the needs of the Service change and/or the individual's demonstration of Merit change significantly, as identified by the relevant CM.

13. Pool Selection

The initial consideration of eligible candidates by Selection Boards will focus purely on pool selection, based solely upon merit for command as evidenced in an individual's selection file. The relevant Career Manager (CM) will articulate the requirement (i.e. pre-determined command roles to be filled over the next 18 months, plus an additional allowance to ensure the pool has enough to allow flexibility for the CM) in a MAuN letter.

14. Assignment

The process for subsequent assignment of officers selected to the pool will be as follows:

a. **Develop Assignment Recommendations**. On completion of the command board, the relevant CM will be presented with a pool of selectees, in order of merit, available for assignment across the pre-determined command roles. The CM will then be afforded time[15] prior to the Command Assignment Stakeholder Engagement, to determine recommendations for optimal command assignment outcomes, recognising other career management factors including individual preferences, longer-term career trajectory factors and any geographic and domestic considerations.

[14] List C candidates are only list C for that particular category of Command and may remain eligible for Command assignments in a different category.
[15] Two weeks set as a realistic maximum.

b. **Command Assignment Stakeholder Engagement**. Having identified the right people for the right jobs, CMs will engage with employers and other stakeholders as part of the nomination process.

c. **Head of Specialisation Endorsement**. The final phase would see the ratified list of command assignments passed to the respective Head of Specialisation (HoS) for final endorsement[16]. This phase will offer HoS the opportunity to discuss and raise any concerns which may necessitate additional stakeholder engagement prior to HoS endorsement[17]. For SASB2, AASB2 and MCB2, the CM will use the HoS endorsement for final approval from the Fleet Comd and for SASB3 and MCB3, Hd SOCTM will seek endorsement from Fleet Comd with final approval from 1SL. Prior to assignment orders being issued, individuals will be informed of the outcome by the relevant CM with congratulatory messages being sent by HoS as necessary.

15. Refusal

a. As stated in para 5904, Service Personnel are not permitted to select or decline assignments, due consideration is given to personal wishes before deciding on a particular assignment. If an officer does not wish to be considered for Command, they should inform their CM in writing. This request will be balanced against the Service needs.

b. Officers who, following selection for a command assignment, refuse their allocated assignment will be deselected and will not be considered at the next SASB/AASB/PCSB or MCB selection board following refusal. Officers will be presented to the command selection boards thereafter providing they continue to meet the eligibility criteria. Officers who are not extracted from the selection pool will need to re-compete at the next SASB/AASB/PCSB or MCB unless exceptional circumstances warrant an extension to their selection.

c. For SASB2, the currency requirement for command is time related so any refusal, regardless of reason, will cause a corresponding reduction in command “shots”. For AASB2 and MCB2 a refusal will cause a corresponding reduction of command “shots” unless caused by exceptional circumstances detailed in Para B.

16. Board Records

The outcome from each Board will be a formal record of the candidates presented to the Board and the grading awarded to each candidate. This will be held electronically by PROMS.

[16] COMSURFLOT, Dep Dir NAvn and Logs/Eng equivalent; for RM – where DCGRM is Head of Profession – DCGRM will endorse.
[17] Dir P&T will adjudicate on any disagreement.

17. Promulgation

a. The Officers' Boarding programme is published on the Royal Navy Workforce Appraisals and Career Progression Team site[18] (sharepoint.com).

b. The results of the selection process will be promulgated in SCIO and the My Navy app.

c. The pool selection notification will be published on SharePoint on the Monday following the Board.

[18] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/Promotions.aspx

SECTION 2 - SPECIFIC SELECTION BOARD PROCEDURES

18. Small Vessel Command

a. **Zone Criteria.** The Service Requirement can be met from officers across the OF 1/2 seniority range. Candidates may be presented to the Board when they are forecast to have accrued 18 months QSS or more by the time they are due to assume Command.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) All appraisal reports since joining the trained strength.

(3) Letters of Commendation or Censure.

(4) Command Competency Framework (CCF) report with appropriate Flotilla or 3RO recommendation. CCFs from previous SVC selections shall be retained for subsequent consideration.

c. **Board Composition.**

Chair	Capt PUXD
Board Member	Navy Command OF4
Board Member	Non-Navy Command OF4
Board Member	Dir P&T Warfare OF4
Board Adviser	CM OF WAR JWO
Board Secretary	PROMS BSX

d. **Nomination Process.** Eligible candidates are nominated by Commanding Officers by raising a CCF report. The CCF is submitted via Squadron and Flotilla staff to the appropriate OF5, e.g. Capt PUXD/SS(E)/SS(W)/Capt SM, and, if endorsed, forwarded to the Board Advisor. Career Managers will provide advice to Commanding Officers and members of their plot on the optimum time within their career for a Subject Officer to be presented.

19. SMCC Selection

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Candidates who meet the necessary criteria will remain eligible unless no longer considered suitable for SMCC selection.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) All appraisal reports since joining the trained strength.

(3) Letters of Commendation or Censure.

(4) All Command Competency Framework (CCF) reports.

c. **Board Composition.**

Chair	Warfare Non-SM OF5
Board Member	Capt SM
Board Member	FOST Capt SM
Board Member	DACOS SM
Board Adviser	CM OF XSM SO2
Board Secretary	PROMS BSX

20. SASB1

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Career Managers will advise individual officers on the optimum timing of their presentation. Candidates who meet the necessary criteria will remain eligible unless placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) All appraisal reports since joining the trained strength.

(3) Letters of Commendation or Censure.

(4) Command Competency Framework (CCF) reports.

c. **Board Composition.**

Chair	COMSURFLOT
Board Member	Warfare OF5
Board Member	Non-Warfare OF5
Board Member	Dir P&T Warfare OF5
Board Adviser	CM OF WAR SO1
Board Secretary	PROMS BSX

21. AASB1

a. **Zone Criteria.** All eligible candidates who are volunteers for consideration will be presented. Career Managers will advise individual officers on the optimum timing of their presentation. Candidates who meet the necessary criteria will remain eligible unless placed on the C list by a previous Board.

b. **Evidence.** As per Para 18 sub para b.

c. **Board Composition.**

Chair	DDirNAvn /FAA 1*
Board Member	FAA OF5
Board Member	Non-FAA OF5
Board Adviser	CM OF AIR SO1

22. DG MCB1/2

a. **Zone Criteria.** Candidates will be presented to the Board when eligible and a volunteer, but no time constraint will be applied either to their subsequent review or to the final opportunity for review; candidature will continue provided an officer's currency and experience profile meets the eligibility criteria and not placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) All appraisal reports since joining the trained strength.

(3) Letters of Commendation or Censure.

c. **Board Composition.**

	MCB1	MCB2
Chair	Capt PUXD	COMSURFLOT
Board Member	Navy Command OF4	Navy Command OF5
Board Member	Non-Navy Command OF4	Non-Navy Command OF5
Board Member	Dir P&T Warfare OF4	Dir P&T Warfare OF5
Board Adviser	CM OF WAR MCDO SO2	CM OF WAR SO1X
Board Secretary	PROMS BSX	PROMS BSX

23. INT Military Command Board

a. **Zone Criteria**. Candidates will be presented to the Board when eligible and a volunteer, but no time constraint will be applied either to their subsequent review or to the final opportunity for review; candidature will continue provided an officer's currency and experience profile meets the eligibility criteria and not placed on the C list by a previous Board.

b. **Evidence.** The following reports will be presented in a candidate's file:

(1) Profile sheet.

(2) All appraisal reports since joining the trained strength.

(3) Letters of Commendation or Censure

c. **Board Composition.** The board composition will be directed by Hd RN PROMS.

24. SASB2

a. **Zone Criteria.** Warfare officers will be considered on selection for promotion to OF4. In view of currency requirements, candidates graded List B will be reviewed annually from the 'Review Pool' in the following years, but officers will revert to list 'C' after 4 years from selection for promotion to OF4, unless selected or otherwise becoming ineligible. Those who fail to meet the currency or experience requirements outlined above may be placed in List C at their first or subsequent Boards. There is no quota of sea commands for newly selected officers and all candidates are in competition with each other for the available commands.

b. **Requirement.** The requirement for the number of sea command selections is driven by the availability of surface and SM commands during the period of approximately 2 years after SASB2. The figure is kept under review by DDPD and the Board advised accordingly.

c. **Evidence.** The evidence presented as the same as at SASB1.

d. **Board Composition.**

	PSB	FSB
Chair	Navy Command OF6	CSF
Board Member	Non-Navy Command OF5 (See Note)	COMOPS
Board Member	Navy Command OF5 (SF)	Nominated 2*
Board Member	Navy Command OF5 (SM)	COMSUBFLOT
Board Member		COMSURFLOT
Board Adviser	CM OF WAR SO1	CM OF WAR SO1

Note. With Sea Command experience as an OF4.

e. **Board Procedure - SASB2.** The SASB2 consists of a Preliminary and a Final Selection Board and both will normally precede the equivalent parts of the AASB2. Prior to the PSB the Warfare Branch Secretary will carry out a pre-board sift in order to reduce the PSB's workload. The sift is audited. The PSB will carry out the following actions:

(1) Prior to the board, read the Officers' Records of newly selected officers and those officers due for review and, guided by the selection factors and the eligibility criteria, grade them as A, B or C (an A Candidate is an officer who shows distinct potential to succeed in Command now).

(2) Review in-session the aggregate order of merit (OOM) generated by individual members' votes.

(3) Finalise the list of A candidates to be placed in seniority order before the FSB and to record formally the candidates graded as List B and C. The number of As should be approximately twice the number of available Commands.

f. **Board Procedure - FSB.** The FSB will read the files of the A candidates selected by the PSB and, guided by the selection factors and the eligibility criteria, will select a number of candidates, equivalent to the number of Commands available, to be placed on List A. The remaining candidates will be graded either List B or C. The FSB may consider selecting a reserve, or reserves, as advised by the Board Adviser but the reserve will remain a List B candidate.

g. Post the SASB2 FSB, the CM will draft provisional allocations of List A officers to available units. Provisional allocations are to be circulated electronically to RASS/RASM Board members for comment before being presented to RASS/RASM. RASM and RASS will call on the Fleet Commander to seek approval of the proposed assignments. Once approved, command chains and individuals will be informed by their Career Managers of the respective allocations. The process should take a maximum of 10 working days from FSB to JPA action.

h. Post Fleet Commander's approval, Cdr X will collate a final list of all approved SASB2 Command nominations and forward to SASB FSB members for information. This will also precipitate assignment action where necessary.

i. **Second Sea Command Assignments.** All Warfare Commanders who have completed one sea command assignment and who have achieved the appropriate recommendations from that assignment are eligible for consideration for a second sea command assignment. This is a Career Management process and these officers are not reconsidered by the SASB2. They are identified and assigned by Cdr X/Cdr Air. The posts are detailed at Appendix 1 to Annex 59A.

j. **Exceptional Reviews.** An officer can be reviewed after having been graded List C, however this will only be in exceptional circumstances and a formal Appraisal Report has to be raised with a Navy Board member's specific endorsement. The candidate would normally have to meet the currency criteria.

25. AASB2

a. **Zone Criteria.** See Para 21 sub para a. No distinction is made between an individual's Service (Royal Navy or Royal Marines), specialisation (Pilot, Observer or occasionally Air Engineer (Pilot or Observer)) or aircraft type beyond those specified or desirable within the Terms of Reference for the assignment in question.

b. **Evidence.** The evidence presented is the same as at AASB1.

c. **Board Composition.**

	PSB	FSB
Chair	FAA OF6	Navy FGen-Dir
Board Member	FAA OF5 (Note 1 and Note 2)	COMOPS
Board Member	FAA OF5 (Note 1 and Note 2)	Nominated 2*
Board Member	FAA OF5 (Note 1 and Note 2)	
Board Adviser	CM OF AIR SO1	CM OF AIR SO1

Notes:

1. With Command Experience at OF4.

2. A mix is desirable, to include FW, RW and CHF.

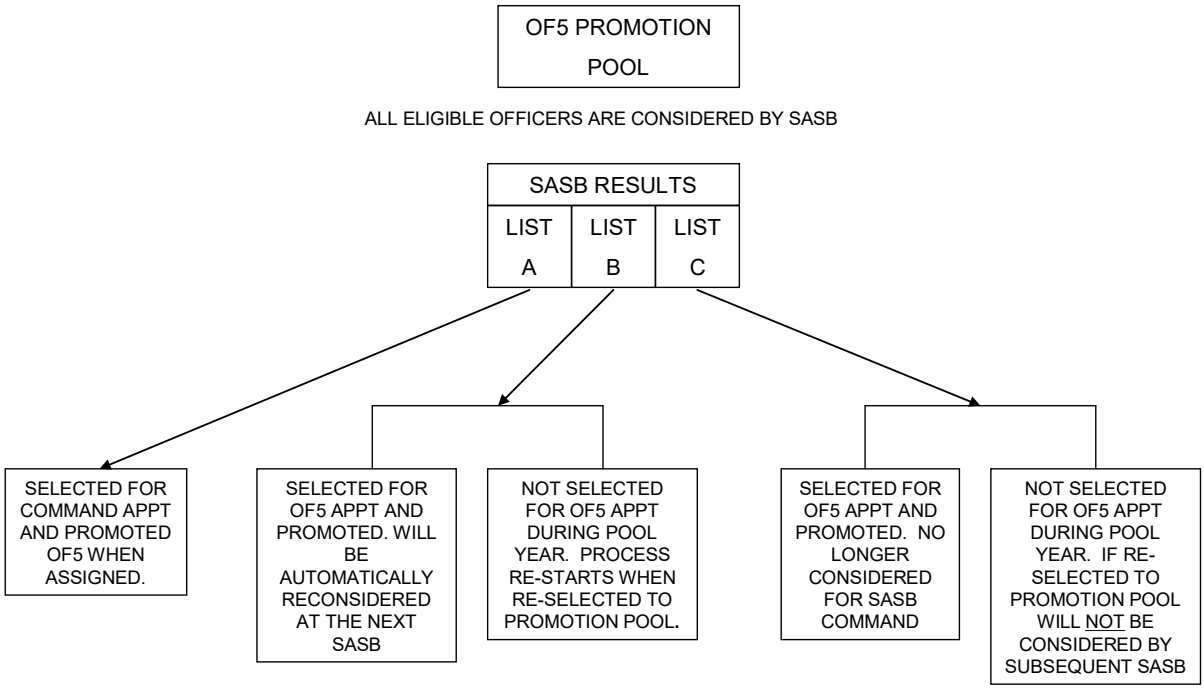
d. **Board Procedure.** Similar to Para 20 sub para e and sub para f, however, the PSB may consider the candidates by command type dependent on the numbers of both candidates and available assignments. Post FSB, RAFAA will consult with AOC 1 Group[19] thereafter seeking endorsement from the Fleet Commander of proposed Command assignments. Post Fleet Commander's approval, assignments will be promulgated thereafter.

26. SASB3

a. **Zone Criteria.** SASB3 selects officers to the OF5 Warfare Commands detailed at Appendix 1 to Annex 59A, regardless of specialisation or whether the Command is seagoing or not. Officers will be considered for selection for a Sea or Air Command for their first tour on promotion and, to afford the maximum flexibility and to appoint the very best candidates available at any given time, it is not intended to mandate a limit to the number of reviews an individual should receive but a maximum of 2 or 3 is likely before currency requirements intervene. Officers selected into the OF5 Promotion Pool will be eligible for consideration for OF5 Command. The following diagram represents the relationship between SASB3 and the Pool Promotion process:

[19] Only for following Squadrons 17(R) Sqn, 207 Sqn, 617 Sqn and 809 NAS.

Figure 59A-1. SASB3 Pool Promotion Process



b. **Evidence.** Officers' files will contain all appraisals held in JPA and any letters of commendation or censure.

c. **Board Composition.**

	FSB (1)
Chair	Fleet Commander
Board Member	CSF
Board Member	COMOPS
Board Member	Nominated 2*
Board Adviser	Hd SOCTM

Note. *Board membership will include both Male and Female Officers.*

d. **Board Procedure.** Similar to Para 20 sub para e and sub para f, but the prime determinant for OF5 selection for Sea command is 'Warfighting', supported by the standard factors at Para 7. The SASB3 FSB may sit concurrently with the SASB2 FSB to provide an opportunity to veer and haul Command assignments between OF4 and OF5 Command if required.

27. RM Command Selection

a. The selection of RM officers for OF3 and OF4 operational and shore command assignments will be achieved through a series of Boards: Military Command Board 1 (MCB1) at OF3-level and Military Command Board 2 (MCB2) at OF4-level. RM OF5 Command appointments are selected by MCB3 as advised by the Naval Assistant.

b. The following should be noted:

(1) RM Pilots and SF officers remain eligible for consideration at all of these Selection Boards (providing they are eligible) but will also be subject to consideration for command and staff assignments within their specialist areas through processes detailed elsewhere.

(2) RM Reserves who meet the same criteria as regular offrs, and who are volunteers, will be considered for RMR comd appointments.

(3) Selection of the Commanding Officer of the Special Boat Service (SBS) is the responsibility of the SF Command Board, chaired by Director Special Forces (DSF), who will consult with CGRM to ensure that the RN interest and officer career management issues are taken into account. Once CO SBSRM has been selected, HQ DSF will inform the Fleet Commander. The SF Command Board considers all SF commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all SF commands, including CO SBS, CO SRR, CO SAS(V), CO 18 Sigs Regt. Officers will come into zone for selection between 1-4 years seniority when the Command is due to become available. Officers selected to command the SBS will not be considered for other OF4 RM commands.

(4) Selection for Special Forces sub-unit command (SBS, Special Reconnaissance Regiment (SRR) and Special Air Service (SAS)) is the responsibility of the SF OF3 Sub-unit Command Board, chaired by DDSF. The SF OF3 Sub-unit Command Board normally sits in September and considers all SF commands that will become available in the period approximately 12 months after the Board. Suitably qualified RM officers remain eligible for all SF commands. Officers will come into zone for selection between 2-4 years seniority in the year in which the Board is convened. Officers selected for SF sub-unit command will not be considered for other OF3 RM commands.

c. Each MCB will be guided in their selections by consideration of the following criteria:

(1) **Command and Leadership Skills.** The ability to lead Marines in war and peace, and possession of the mental and physical robustness to withstand the strains of command.

(2) **Professional Skill.** The professional knowledge, ability and experience commensurate with the demands of command at the appropriate level.

(3) **Merit.** Merit is an inherent factor in the selection process in order that the opportunities presented by command are used to ensure that officers with the appropriate reach and potential for promotion gain the requisite experience.

d. **Eligibility.** Candidates will be considered eligible for consideration at MCB as follows:

(1) **OF3s and OF4s (MCB1/2).** As per the criteria in Table 59A-3.

(2) **OF5s.** Officers will come into zone for consideration for OF5 Command when they are selected for the OF5 Promotion Pool. MCB3 selects for OF5 Command. This process is managed by the Naval Assistant.

e. **Timings.** Each year, MCB1 will sit no later than November for assignments the following year. MCB2 will sit no later than March for assignments that year.

f. **MCB Membership.** Membership of respective MCBs is detailed below:

	MCB1	MCB2 – FSB
Chair	DCGRM or nominated 1*	CGRM or nominated 2*
Board Member	RM OF5	Selected RN 2*
Board Member	RN OF5	Selected other TLB 2*
Board Adviser	OCM RM SO2A	OCM SO1 RM

g. **Grading.** Individual officers considered at MCBs will be placed in the following categories:

(1) **Category A.** ‘A’ grade officers (scoring a grade of A9-1 across all board members) will be placed in the Command Pool for consideration for forthcoming command opportunities.

(2) **Category B.** Officers who have been graded B+ or B and therefore not been selected for command at this time will remain as ’review candidates’ until they are selected for command, pass out of zone for command selection, are deemed no longer worthy of serious contention for command, or do not wish to command.

(3) **Category C.** Officers graded C are deemed unsuitable for command at their current rank.

h. **MCB Process.**

(1) **MCB1.** Board Members will read the Officer's Records (OR) (see Note 1) of all eligible officers out-of-session and grade them on a scale of A9 to 1, B+, B or C in relation to the criteria given at Para 24 sub para g above In-session, scores of all the Board members will be aggregated and candidates placed in an Order Of Merit (OOM) (see Note 2). The OOM is then considered and agreed. Candidates graded as list A are selected to the Command Pool for that year. There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. Additionally, a separate MAuN will be included for SQEP candidates for Logistics Commands with the same guideline of 1.5 times the requirement as for the main Command Pool.

Notes:

1. A candidate's OR consists of all OJAR reports including any OF2/3 Comd appointments dating back 6 years including their ICSC(L/M) report (if applicable), and any other career course reports and letters of Commendation and Censure.

2. To avoid serious discrepancy in grading between Board members, the Adviser will bring to the attention of the Board any case where there is a disparity of more than 2 scored points. The Members concerned will be asked to resolve their grades to a maximum disparity of 2 points.

(2) **MCB2.** Board Members will read the ORs (see Note) out-of-session and vote individually on each of the candidates using the voting categories of A9 to 1, B+, B or C, as per MCB1. In-session, votes are totalled and candidates placed in an OOM. The OOM is considered and agreed. The top candidates in the OOM equivalent to the number of command assignments available are placed in the OF4 Command Pool (List A). There is no fixed number for the size of the Command Pool, however as a guideline 1.5 times the requirement is generally appropriate. The remainder of the candidates are placed in List B or List C.

Note. *A candidate's OR consists of all OJAR reports dating since substantive promotion to Major and to include ICSC and ACSC (including equivalent foreign service course) reports (where applicable), letters of Commendation and Censure, and an extract CV sheet.*

i. **Assignment Allocation and Approval.** Following selection into the MCB1 Command Pool, DCGRM (Head of RM Profession) or a delegated RM OF6 will chair a Command Assignment Panel (CAP) which will allocate officers to the available commands, advised by OCM RM SO2A. For the MCB2 Command Pool, DCGRM will chair a CAP supported by Comd CF, Comdt CTCRM and Col RMR which will allocate officers to the Operational and Shore Commands, advised by SO1 RM; these nominations will then be approved by Fleet Commander and Dir P&T respectively.

j. **Promulgation of Results.** On completion of the MCB process, names of those officers selected to the OF3 and OF4 Command Pool will be promulgated by signal. OF4s will be informed by OCM SO1 RM and OF3s will be informed by OCM RM SO2A. Officers categorised as B or C will be notified by their Career Manager.

28. Career Field Command Selection Board (CFCSB)

a. **Applicability.** Any assignment that is designated as a Command Assignment and which appears on the Career Field list will require selection through the CFCSB. This is likely to include most SO1 Shore Command assignments and some subordinate Command assignments.

b. **Zone Criteria.** There are no zones for CFCSB assignments.

c. **Candidate Selection.** CMs are responsible for nominating suitable individuals who meet the requirements of the relevant job spec and the desired qualities outlined in Para 7 above. Unless previously agreed, each CM should nominate no more than one candidate.

d. **Evidence.** SO1 CF Delivery will promulgate the following candidate information to board members, prior to the CCSB:

(1) CV Sheet.

(2) Summary of recent and relevant OJAR history.

(3) Where applicable, advanced Command and Staff Course report (or equivalent foreign service course).

(4) Letters of Commendation or Censure.

e. **Board Composition.**

CFCSB Composition		Notes
Chairperson	SO1 CF DELIVERY	
And a minimum of any 2 from:		
Board Member	CM OF WAR SO1	
Board Member	CM OF AIR SO1	
Board Member	CM OF ENG SO1	Any from AE, ME, WE, ESM or TM
Board Member	CM OF LOGS SO1	
Board Member	CM OF RM SO1	
Board Member	CM RES SO1	

f. **Board Procedure.** Nominees will be proposed by their CMs and Board Members will score candidates for their suitability against the TOR and Command. The highest scoring candidate will be selected for the Assignment. Where appropriate, SO1 CF Delivery may need to consult with the employer to understand any local considerations. Contentious issues should be referred to Hd Career Management as required.

g. **Promulgation of Results.** On completion of the CFCSB, SO1 CF Delivery will inform NAVSEC of the selection. On acknowledgement from NAVSEC, it is the responsibility of the nominating CM to inform their candidate(s) of the outcome, and to nominate to the potential future employer. SO1 CF Delivery will update all records and SCIO notes as a formal Record of Decisions.

29. FSOAB

Full details of the FSOAB process can be found in Chapter 60 Section 4.

30. Subordinate Command

(Inc. Professional Command, Support Command, Training Command, Sub-Unit Command)

a. **Zone Criteria**. The Service Requirement can be met from officers across the seniority range of the rank pertaining to that assignment, with the exception of PC(L) assignments at OF-4, for which the upper seniority limit is 4 years as an OF-4.

b. **Evidence.** Selection Boards will be provided with the documentation for each candidate as described in para 6615.

c. **Board Composition.**

	OF3 PCSB
Chair	Profession OF5
Board Member	Profession OF4
Board Member	Independent OF4
Board Adviser (non-voting)	CM ENG SO1

	OF4 PCSB
Chair	Profession OF6
Board Member	Profession OF5
Board Member	Independent OF5
Board Adviser (non-voting)	CM ENG SO1

d. **Board Grading.** Subordinate Command boards (Professional, Support, Training, Sub-Unit command) will apply a grading to each candidate as follows unless specified otherwise in the board guidance:

(1) **A.** Officers who, in comparison with others of their profession and rank, are ready in all respects for Professional/Support/Training and Sub-Unit Command.

(2) **B+.** Officers who, in comparison with others of their profession and rank, do not merit selection for Professional/Support/Training and Sub-Unit Command this time but who stand every possibility, on current reporting, of being assessed A at the next board.

(3) **B.** Officers who, in comparison with others of their profession and rank, do not merit Professional/Support/Training and Sub-Unit Command this time but who are judged to have the potential to become serious contenders in the next two years.

(4) **C.** Officers who are not currently showing the potential for Professional/Support/Training and Sub-Unit Command in in the next two years.

e. **Timings.** CMs have the discretion to extend the period covered by PCSB selection to meet the requirements of the Service and/or take exceptional and/or personal circumstances into account.

f. **Eligibility.** The PCSBs will review all candidates who:

(1) Are not in, or have not completed, PC(E) roles, in current rank, and meet any additional Branch specific criteria laid down in the associated Annexes. In exceptional circumstances, dictated by the needs of the Service, an individual may be selected to conduct an additional PC(E) role.

(2) Have not submitted notice.

(3) Are not within the final 3 years of Service at the time of the PCSB sitting.

(4) Have not commenced a LFS assignment within the last 24 months.

APPENDIX 1 TO ANNEX 59A

RN COMMAND ASSIGNMENTS

See Notes indicated in brackets thus: (1)

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
OF2 COMMANDS						
SEA COMMAND						
CO SVC	X	SVC(A1)	14	Y(13)	Y	Y
CO PP GIBRALTAR/FASLANE	X	SASB1	5	Y(1)	Y	
CO MAGPIE	X (HM)	SASB1	1	Y(1)	Y	
XO PP B1OPV	X	SASB1	3	Y(1)	Y	
TS JACK PETCHY	X	SASB1	1	Y(1)	Y	
MILITARY COMMAND						
NP 1008 (MARINE EXPLORER)	X	A(5)	1	Y(1)	Y	
NP1016 (CONFIDANTE)	X	A	1	Y(1)	Y	
FLT CDRS	X (O/P)	A	19	Y(2)	Y	
OF3 COMMANDS						
SEA COMMAND						
CO MM	X	SASB1	16	Y(3)	Y	
CO PP B1OPV	X	SASB1	2	Y(3)	Y	
XO FF/DD	X	SASB1	19	Y(3)	Y	
XO/COO B2OPV	X	SASB1	10	Y(3)	Y	
XO SSN/SSBN	X	SMCC	13	Y(6)	Y	
XO HMS SCOTT	X (HM)	SASB1	1	Y(3,4)		
XO SVHO	X (HM)	SASB1	2	Y(3,4)		
MILITARY COMMAND						
CO 700X NAS	X(P/O)	AASB1	1	Y(2,7,14)	Y	
CO 705 NAS	X/RM(P)	AASB1	1	Y(2,14)		Y
CO 727 NAS	X/RM(P)	AASB1	1	Y(2,14)		Y
CO 750 NAS	X(O)	AASB1	1	Y(2,14)		Y
CO 847 NAS	X/RM(P)	AASB1	1	Y(2,14)	Y	
CO NFSF	X/RM(P/O)	AASB1	1	Y(2,14)		Y
CO 1700 NAS	X(AV)	AASB1	1	Y(14)	Y	
CO NORTHERN DIVING GROUP	X(MCD)	DG MCB1	1	Y(12)	Y	

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
CO SOUTHERN DIVING GROUP	X(MCD)	DG MCB1	1	Y(12)	Y	
CO EXPEDITIONARY DIVING GROUP	X(MCD)	DG MCB1	1	Y(12)	Y	
CO TACTICAL DIVING GROUP	X(MCD)	DG MCB1	1	Y(12)	Y	
SNO REFIT FF/DD	X/E	CCSB	A/R	N		Y
CO VICTORY	X	A	1	N		Y
CO FOREST MOOR	E	PCSB(E)	1	N		Y
CO UKSU SOUTHLANT (Lisbon)	L	PCSB(L)	1	N		Y
OC FLEET INFORMATION OPERATIONS CENTRE (FIOC)	X(INT)	INT MCB1	1	N	Y	
OC MARITIME INTELLIGENCE FUSION CENTRE (MIFC)	X(INT)	INT MCB1	1	N	Y	
OC COLLECTION & PED MANAGEMENT CENTRE	X(INT)	INT MCB1	1	N	Y	
OC NAVAL INTELLIGENCE DIVISION	X(INT)	INT MCB1	1	N	Y	
OC ROYAL NAVAL COUNTER INTELLIGENCE	X(INT)	INT MCB1	1	N	Y	
XO MARITIME INFORMATION EXPLOITATION GROUP (MIXG)	X(INT)	INT MCB1	1	N	Y	
XO MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG)	X(INT)	INT MCB1	1	N	Y	
OC MARITIME OPERATIONS CENTRE OPERATIONAL INTELLIGENCE CENTRE	X(INT)	INT MCB1	1	N	Y	
OC MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG) AIR INTELLIGENCE	X(INT)	INT MCB1	1	N	Y	
RM Sub-Unit Command (Op)	RM	MCB1	27	Y(14)	Y	
RM Sub-Unit Command (Shore)	RM	MCB1	6	Y(14)		Y
OF4 COMMANDS						
SEA COMMAND						
DD/FF	X	SASB2	19	Y(3)	Y	
B2OPV	X	SASB2	5	Y(3)	Y	
B1OPV (Navigation Training Ship)	X(PWON)	SASB2	1	Y(3)	Y	Y
SSBN/SSN	X SM	SASB2	13	Y(1,6)	Y	
HMS SCOTT	X HM	SASB2	1	Y(3,4)	Y	
SVHO	X HM	SASB2	2	Y(3,4)	Y	
FOST MPV CST	X	SASB2	1	Y(3)	Y	

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
MCM SQN	X	SASB2	2	Y(3)	Y	
MWBS CDR	X	SASB2	2	Y(3)	Y	
CDR SNMCMG1 (Rotational)	X(MCD)	SASB2	1	Y(3)	Y	
LPD (XO)	X	SASB2	2	Y(3)	Y	
CDR OPS	X	SASB2	1	Y(3)	Y	
CDR CFS	X	SASB2	1	Y(3)	Y	
AIR COMMAND						
OC 617 Sqn (Rotational)	X/RM(P)	AASB2	1	Y(5)	Y	
OC 207 Sqn (Rotational)	X/RM(P)	AASB2	1	Y(5)	Y	
CO 809 NAS (Rotational)	X/RM(P)	AASB2	1	Y(5)	Y	
CO 814 NAS	X/RM(P/O)	AASB2	1	Y(5)	Y	
CO 815 NAS	X/RM(P/O)	AASB2	1	Y(5)	Y	
CO 820 NAS	X/RM(P/O)	AASB2	1	Y(5)	Y	
CO 824 NAS	X/RM(P/O)	AASB2	1	Y(5)	Y	Y
CO 825 NAS	X/RM(P/O)	AASB2	1	Y(5)		Y
CO 845 NAS	X/RM(P)	AASB2	1	Y(5)	Y	
CO 846 NAS	X/RM(P)	AASB2	1	Y(5)	Y	
OC 17(R) (Rotational) Sqn	X/RM(P)	AASB2	1	Y(2)		Y
MHF Commander	X/RM(P/O)	AASB2	1	Y(5)	Y	Y
WMF Commander	X/RM(P/O)	AASB2	1	Y(5)	Y	Y
FW & UAS Force Commander	X/RM(P/O)	AASB2	1	Y(5)	Y	Y
CO ROTARY WING TEST & EVALUATION SQN (Rotational)	(P/AEP)	A	1	Y(2,7)		Y
CO EMPIRE TEST PILOT SCHOOL	(P/AEP)	A	1	Y(2,7)		Y
CO 744 NAS	X(P/O)	A	1	Y(2,7)		Y
CO 2 MAW	X/RM(P)	AASB2	1	Y(2)		Y
CO AV TF2	X/RM(P)	AASB2	1	Y(5)	Y	
MILITARY COMMAND						
CO FLEET DIVING SQUADRON	X(MCD)	DG MCB2	1	Y(12)	Y	-
SUPERINTENDENT OF DEFENCE DIVING	X(MCD)	A	1	-		Y
CO DEFENCE DIVING SCHOOL (Rotational)	X(MCD)	A	1	-		Y
OC FMOC (SO1 N3HM)	X (HM)	A	1	N		Y
CO DEF SCH OF LANG (Rotational)	X/E/L/RM	CCSB	1	N		Y

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
CO EXCELLENT	X	A	1	N		Y
CO TEMERAIRE	X/E/L	CCSB	1	N		Y
CO RNLA	X/E/L	CCSB	1	N		Y
CO SEA PREPARATION SQUADRON	X/E/L/RM	CCSB	1	N		Y
SNO REFIT CVS	X/E	CCSB	1	N		Y
SNO BUILD SHIPS/SUBMARINES	E	PCSB(E)	A/R	N		Y
CO MARITIME INTELLIGENCE EXPLOITATION GROUP (MIXG)	X(INT)	INT MCB2	1	N		Y
CO MARITIME INTELLIGENCE ANALYSIS GROUP (MIAG)	X(INT)	INT MCB2	1	N		Y
CO ANALYSIS CENTRE	X(INT)	INT MCB2	1	N		Y
CO JOINT SERVICE SIGNAL UNIT (JSSU CH)	X(INT)	INT MCB2	1	N		Y
ACOS IW to CSF	X(INT)	INT MCB2	1	N		Y
IWC to CSG	CF / X(INT)	INT MCB2	1	N		Y
CO NP 1002 DIEGO GARCIA	X	A	1	N	Y	
CO MARITIME DATA ASSESSMENT CENTRE (MDAC)	X(SM)	A	1	N	Y	Y
CO BMATT(EC)	X/E/L	CCSB	1	N	Y	
COS + CO DMSTC	MED	PCSB(Med)	1	N		Y
CO MDHU DERRIFORD	MED	PCSB(Med)	1	N		Y
CVS / QEC XO	X	A	1	Y(8)	Y	
FOST CST	X	A	1	Y(8)		Y
FOST CMST	X	A	1	Y(8)		Y
COMUKTG COS	X	A	1	Y(8)	Y	
COS to CSNMG1/2 (Rotational)	X	A	1	Y(8)	Y	
JFLogC COS (Rotational)	L	PCSB(Log)	1	N	Y	
JFSp(A) COS (as req'd)	L	PCSB(Log)	1	N	Y	
CO UKNSF	L	PCSB(Log)	1	N	Y	
FOST CO SMCC ST8	X SM	A	1	Y(8)		Y
FOST CSST ST1	X SM	A	1	Y(8)		Y
CDR(AIR) SEA	X/RM(P/O)	A	2	Y(5,8)	Y	
CDR(AIR) SHORE	X/RM(P/O)	A	2	Y(5,8)		Y
CSG DCAG	X/RM(P/O)	A	1	N	Y	

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
CHF DCOMD	X/RM(P)	A	1	Y(5,8)	Y	
CO DSTO HQ (Rotational)	(P/O/AV)	A	1	N		Y
RM Operational Command	RM	MCB2	5	Y (14)	Y	
RM Shore Command	RM	MCB2	6	Y (14)		Y
CO JCTATT (Rotational)	RM	MCB2	1	Y (14)		Y
OF5 COMMANDS						
SEA COMMAND						
CV	X	SASB3	2	Y(3)	Y	
LPD	X	SASB3	2	Y(3)		
IPS	X	SASB3	1	Y(3)	Y	
MILITARY COMMAND						
COS COMUKSTKFOR	X/RM	1SL	1	Y(3,9)		Y
FOST DIRECTOR (SOUTH)	X	1SL	1	Y(3,9)		Y
FOST DIRECTOR (NORTH)	X SM	1SL	1	Y(3,9)		Y
DIRECTOR (RN)JTEPS/JSTAG	X	1SL	1	Y(3,9)		Y
CO RNAS CULDROSE	X/RM (P/O)	1SL/FSOAB	1	Y(5)	Y	
CO RNAS YEOVILTON	X/RM (P/O)	1SL/FSOAB	1	Y(5)	Y	
CO CHF	X/RM(P)	1SL/FSOAB	1	Y(5)	Y	
CAG CSG	X(P)	1SL	1	Y(5)	Y	
CAPT SM SUBFLOT	X SM	1SL	1	Y(3,8)	Y	Y
CAPT SS WEST	X	1SL	1	Y(3,8)		
CAPT SS EAST	X	1SL	1	Y(3,8)	Y	
CAPT PUXD	X	1SL	1	Y(3,8)		Y
CO HMS RALEIGH	X/E/L	1SL/FSOAB	1	N		Y
CO HMS SULTAN	E	1SL/FSOAB	1			Y
CO BRNC	X/E/L	1SL/FSOAB	1	N		Y
CMDT CTCRM	RM	1SL/FSOAB	1			Y
CAPT MWS	X	1SL/FSOAB	1	Y		Y
CO 43 CDO RM	RM	1SL/FSOAB	1	Y	Y	
CO 47 CDO RM	RM	1SL/FSOAB	1	Y	Y	
DIRECTOR MWC	X	1SL/FSOAB	1	Y(1,9)		Y
CO JSU NORTHWOOD (Tri-Service Rotational)	X/E/L/RM	1SL	1	N		Y
COS DEFENCE ACADEMY (Rotational)	X/E/L/RM	1SL	1	N		Y

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
COMDT DMSTG (Tri-Service)	MED	SG/1SL	1	-		Y
CO INM	MED	1SL	1	Y		Y
CAPTAIN MCTA	E	1SL	1	-		Y
OF6 COMMANDS						
SEA COMMAND						
COMCSG	X	1SL/FSOAB	1	Y(1,9)	Y	
COMLSG	X	1SL/FSOAB	1	Y(1,9)	Y	
COMSNMG1 (Rotational)	X	1SL/FSOAB	1	Y(1,9)	Y	
COMSNMG2 (Rotational)	X	1SL/FSOAB	1	Y(1,9)	Y	
MILITARY COMMAND						
COMSURFLOT	X	1SL/FSOAB	1	Y(1,10)	Y	
COMSUBFLOT	X	1SL/FSOAB	1	Y(1,10)	Y	
COMD 3 CDO BDE RM	RM	1SL/FSOAB	1	Y	Y	
UKMCC	X	1SL/FSOAB	1			
CBFFI (Tri-Service Competition)	X/RM	1SL/FSOAB	1	Y(9)	Y	
CBFGIB (Tri-Service Competition)	X/RM	1SL/FSOAB	1	Y(9)	Y	
CBF CYPRUS (Tri Service Competition)	X/RM	1SL/FSOAB	1			
COMMANDER MARITIME RESERVES	X/E/L/RM	1SL/FSOAB	1			Y
NBC PORTSMOUTH	X/E/L	1SL/FSOAB	1	N	Y	
NBC DEVONPORT	X/E/L	1SL/FSOAB	1	N	Y	
NBC CLYDE	X/E/L	1SL/FSOAB	1	N	Y	

Notes:

'A' - Normal Assigning/Boarding process as required (appropriate CM OF SO1/DACOS(CM)).

'A1' - Small Vessel Command Selection Board.

1. STCW, CQ1.

2. CQ(A)1.

3. STCW, CQ2.

4. Or STCW, CQ2(MPH).

5. CQ(A)2.

6. SMCC.

7. QAS or Test Pilot

8. Second Sea/Air Command Assignment.

9. Post OF4 Command.

10. Post OF5 Command.

11. The requirement for T23 Command at OF5 will be adjusted to meet operational demands, as identified by COMOPS.

12. Endorsement only - often, because of the specialist nature of the billet there may be only singleton officers available for the post and the relevant Board will be asked to endorse the candidate put forward.

13. STCW, 18 months Qualifying Sea Service and qualified PNO prior to assuming Command.

14. Completed ICSC(L) or ICSC(M)

APPENDIX 2 TO ANNEX 59A

RN SUBORDINATE, PROFESSIONAL AND SUB-UNIT COMMAND ASSIGNMENTS

See Notes indicated in brackets thus: (1)

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
OF2 COMMANDS						
MILITARY COMMAND						
OIC SDU (Sub-Unit)	X (MCD)	A	2	Y	Y	
OIC NDU (Sub-Unit)	X (MCD)	A	1	Y	Y	
OIC XDU (Sub-Unit)	X (MCD)	A	3	Y	Y	
OIC TDU (Sub-Unit)	X (MCD)	A	2	Y	Y	
XO MM (Subordinate)	X MCD/MW	A	16	N(1)	Y	
OC WHSS (Subordinate)	X(INT)	A	1	N	Y	
OIC JSTP-21 (Subordinate)	X(INT)	A	1	N	Y	
CSIF (Subordinate)	X(INT)	A	1	N	Y	
PROF COMMAND (LOG)						
OIC JSUs NRCEE/NRCNE/NRCSNI/ NRCWWE	L	A	4	N	N	N
OF3 COMMANDS						
AIR COMMAND(7)						
SOBS NAS (WMF)	X(O)	AASB1	2	Y(10, 11)	Y	Y
SP NAS (WMF)	X/RM(P)	AASB1	2	Y (10, 11)	Y	Y
SOBS NAS (MHF)	X(O)	AASB1	3	Y (10, 11)	Y	Y
SP NAS (MHF)	X/RM(P)	AASB1	3	Y (10, 11)	Y	Y
XO NAS (CHF)	X/RM(P)	AASB1	2	Y (10, 11)	Y	Y
MAG COMD (CHF)	X/RM(P)	AASB1	1	Y (10, 11)	Y	
OC OCF CHF	X/RM(P)	AASB1	1	Y (10, 11)		Y

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
DFC (WMF)	X/RM(P/O)	AASB1	1	Y (10, 11)	Y	
DFC (MHF)	X/RM(P/O)	AASB1	1	Y (10, 11)	Y	
DFC (FW&UAS)	X/RM(P/O)	AASB1	1	Y (10, 11)	Y	
MILITARY COMMAND						
XO SHORE ESTABLISHMENTS (Subordinate)	X/E/L/RM	CCSB	11	N		Y
OC REGULATING SCHOOL (Sub-Unit)	X	A	1	N		Y
OC MEDICAL SQUADRON CLR (Sub-Unit)	MED	PCSB(M)	1	N	Y	
OC ATC CULDROSE/YEOVILTON (Sub-Unit)	X(ATC)	AASB1	2	Y(10)		Y
PROF COMMAND (ENG)						
SSN/SSBN MEO[1]/WEO	E	PCSB(E)	34		Y	
DD/FF MEO/WEO	E	PCSB(E)	38		Y	
QEC Senior ME/WE	E	PCSB(E)	4		Y	
LPD Senior ME/WE	E	PCSB(E)	4		Y	
T45 RSG OIC (9)	E/WE	PCSB(E)	1		Y	
JSSU Cyprus OC OPS Squadron	E/WE	PCSB(E)	1		Y	
OIC MCSU Defensive Cyber Operations	E/WE	PCSB(E)	1		Y	
OIC MCSU SYSS	E/WE	PCSB(E)	1		Y	
OC JEWOSC CIS	E/WE	PCSB(E)	1		Y	
OC MIXG OPS Squadron	E/WE	PCSB(E)	1		Y	
OPS PLANS GIB OC	E/WE	PCSB(E)	1		Y	
All RN Rotary Wing Squadrons AEO 815NAS, 825NAS, 845NAS, 846NAS,847NAS, 814NAS, 820NAS, 824NAS,	E/AE	PCSB(E)	8		Y	
LII Squadrons on RN/RAF Rotations. 17R Sqn, 617 Sqn, 207 (OCU), 809 NAS	E/AE	PCSB(E)	4		Y	
SSE CU/VL	E/AE	PCSB(E)	2		Y	
Senior AE QNLZ/PWLS	E/AE	PCSB(E)	2		Y	

[1] While both the MEO and NRPM roles are Charge assignments, only the MEO role is nominated as PC(E).

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
1710NAS RM	E/AE	PCSB(E)	1		Y	
PROF COMMAND (LOG)						
DD/FF/PRTR LO	L	PCSB(L)	20	N	Y	
CV/LPD DCL	L	PCSB(L)	3	N	Y	
OC Log Ops Yeovilton	L	PCSB(L)	1	N		Y
Logistics Officer RNAS Culdrose/DCL Yeovilton	L	PCSB(L)	2	N		Y
SURFLOT DCL ES – East/West	L	PCSB(L)	2	N		Y
PROF COMMAND (MED)						
OC Med Sqn CLR (Chivenor)	MED	PCSB(M)	1		Y	
OF4 COMMANDS						
MILITARY COMMAND						
XO SHORE ESTABLISHMENTS (Subordinate)	X/E/L/RM	CCSB	7	N		N
XO RNAS CULDROSE/ YEOVILTON (Sub-Unit)	X/RM (P/O)	A	2	N		N
Commanding Officer Food Services Training Wing (Head of RN Training) (Sub-Unit)	L	PCSB(L)	1	Y		Y
CDR RNSMS (Sub-Unit)	X	A	1	Y(5)		Y
CDR TRAINING BRNC (Sub-Unit)	X/E/L	CCSB	1	N		Y
CDR TRAINING SULTAN (Sub-Unit)	E(TM)	A	1	N		Y
XO TMG (Sub-Unit)	E(TM)	A	1	N		Y
OIC FLEET CMSA UK (Sub-Unit)	X/E(SM)	CCSB	1	N	Y	
XO RCDM (Sub-Unit) (Tri-Service)	MED	PCSB(M)	1	-		Y
PROF COMMAND (ENG)						
QEC Cdr ME[2]/WE/AE	E	PCSB(E)	6		Y	
LPD Cdr ME/WE	E	PCSB(E)	4		Y	
Build SSN/BN/DD/FF MEO/WEO	E	PCSB(E)	A/R			Y
CGA CDR E	E/GS	PCSB(E)	3			Y
FOST SMEO/SWEO(T)	E/GS	PCSB(E)	2			Y
FOST SMEO/SWEO(S)	E/GS	PCSB(E)	2			Y
CO 1710 NAS	E/AE	PCSB(E)	1		Y	

[2] Should MESM personnel wish to be considered for General Service Professional Command Sea Assignments (i.e. Capital Ships) then they must include this within their JPA preferences and contact their Career Manager.

	Branch	Selection	Total	Qualification (See Note)	Operational	Training/Support
Cdr AE Yeovilton/Culdrose	E/AE	PCSB(E)	2		Y	
Cdr AE CHF	E/AE	PCSB(E)	1		Y	
OC RNAESS	E/AE	PCSB(E)	1			Y
QEC/T45/T23/H&P PCE	E/ME	PCSB(E)	4			Y
Fleet Operations Maintenance Officer	E/ME	PCSB(E)	1			Y
MCTA Cdr MS	E/ME	PCSB(E)	1			Y
MCTA Cdr WE	E/WE	PCSB(E)	1			Y
CO Maritime C5ISR Support Unit (MCSU)	E/WE	PCSB(E)	1		Y	
MWS OC WETG	E/WE	PCSB(E)	1			Y
CSDA Cdr IA	E/WE	PCSB(E)	1			Y
T26 Global System Manager	E/WE	PCSB(E)	1			Y
PAGC SO1 Deployed Ops	E	PCSB(E)	1		Y(8)	
DSMarE Cdr ME	E/MESM	PCSB(E)	1			Y
FLEET MEO/WEO GS/SM	E/GS/SM	PCSB(E)	4	Y(12)		Y
FOST ST2/ST4/ST7	E/SM	PCSB(E)	3			Y
PROF COMMAND (LOG)						
CV/LPD Cdr L	L	PCSB(L)	3		Y	
Cdr L Yeovilton	L	PCSB(L)	1			Y
Cdr L SURFLOT / SUBFLOT	L	PCSB(L)	3			Y
CO UKNSF (MILITARY CMD)	L	PCSB(L)	1		Y	
FSW Worthy Down	L	PCSB(L)	1			Y
PROF COMMAND (MED)						
CO MDHU Derriford/Portsmouth	MED	PCSB(M)	2			Y
CO PRMC Gibraltar	MED	PCSB(M)	1			Y
OF5 COMMANDS						
MILITARY COMMAND						
COS/COMUKMARFOR (Subordinate)	X	1SL/FSOAB	1	Y(1,5)	Y	

Notes:

'A' - Normal Assignment Action.

1. *XO MM should be CQ1 whenever possible.*
2. *STCW, CQ(2).*
3. *CQ1 and SMCC.*
4. *Or STCW, CQ2(MPH).*
5. *Post OF4 Command.*
6. *OF3 PLC, PLCC.*
7. *Sub Unit Air Command where squadron CO is OF4.*
8. *Subject to PAGC Tri-Service Competition.*
9. *To be reviewed post T45 Continuous Crewing Model Development.*
10. *Completed ICSC(L) or ICSC(M).*
11. *CQ(A)1.*
12. *Likely Second Tour PC Individual.*

APPENDIX 3 TO ANNEX 59A

RM COMMANDS, SUB-UNIT COMMANDS AND SUBORDINATE COMMANDS

See Notes indicated in brackets thus: (1)

	Branch	Selection	Total	Qualification	Operational	Training/Support	AFA 06 Command
OF1/2 COMMANDS							
MILITARY SUB-UNIT COMMAND							
Commando Unit – Close Combat Troop	RM	Assignment	24		Y		N
Commando Unit – Fire Sp Troop	RM	Assignment	7		Y		N
Commando Unit – Anti-Tank Troop	RM	Assignment	2	Y(3)	Y		N
Commando Unit – Recce Troop	RM	Assignment	3	Y(1)	Y		N
Commando Unit – Signals Troop	RM(C)	Assignment	3	Y(2)	Y		N
Commando Unit – Mortar Troop	RM	Assignment	3	Y(3)	Y		N
42 Cdo – Boarding Troop	RM	Assignment	12		Y		
30 Cdo IX Gp – Air Defence Troop	RM	Assignment	1		Y		N
30 Cdo IX Gp – Brigade Patrol Troop	RM	Assignment	1	Y(1)	Y		N
43 Cdo FPGRM – Troop	RM	Assignment	12		Y		N
CLR – Troop	RM	Assignment	3		Y		N
SBS Troop	RM(SF)	Assignment	8	Y(5)	Y		N
RM Raiding Sqns – Troop	RM(LC)	Assignment	6	Y(6)	Y		N
CTCRM – Troop	RM	Assignment	17			Y	N
47 Cdo RG – Troop	RM(LC)	Assignment	1	Y(6)		Y	N
Commando Display Team	RM	Assignment	1			Y	N
Dir of Music – PORTS, SCOT, PLYM, CWD	RMBS	Assignment	4	Y		Y	N
OF3 COMMANDS							
MILITARY SUB-UNIT COMMAND							
Commando Unit – Commando Coy	RM	MCB1	10	Y(7)	Y		N
Commando Unit – IW Coy	RM	MCB1	2	Y(7)	Y		N
Commando Unit – Logistic Coy	RM	MCB1	3[1]	Y (7or8)	Y		N
30 Cdo IX Gp Comms Sqn	RM	MCB1	1	Y (7or8)[2]	Y		N

[1] See notes section for Chapter 59 annex A para 26 h. (1)
[2] Comms KSE required

	Branch	Selection	Total	Qualification	Operational	Training/Support	AFA 06 Command
30 Cdo IX Gp – Surv Recce Sqn (SRS)	RM	MCB1	1	Y(7)	Y		N
30 Cdo IX Gp Y Sqn	RM	MCB1	1	Y(7)	Y		N
30 Cdo IX Gp Log Sqn	RM	MCB1	1	Y(7or8)	Y		N
43 Cdo FPGRM – P/O/R/ Sqn	RM	MCB1	3	Y(7)	Y		N
43 Cdo FPGRM – Comd Sqn	RM	Assignment	1	Y(7or8)	N		Y
CLR – Manoeuvre Sqn (ASG)	RM	MCB1	1	Y(7)	Y		N
CLR – D Sqn	RM	MCB1	1	Y(7)	Y		N
CLR – CFSS	RM	Assignment	1	Y(7or8)	N		Y
MAB1 – MAB6 Sigs Sqn	RM	MCB1	1	Y(7)	Y		N
MAB7 – F Coy	RM	MCB1	1	Y(7)	Y		N
47 Cdo – OC 539 ASRM	RM	MCB1	1	Y(6/7)	Y		N
Dir of Music CTCRM	RMBS	Assignment	1	Y	N	Y	Y
47 Cdo OC 10 Trg Sqn	RM	Assignment	1	Y(7or8)	N		Y
47 Cdo OC 11 ATT	RM	Assignment	1	Y(7or8)	N		Y
47 Cdo OC 4 ASRM	RM	Assignment	1	Y(7or8)	N		Y
30, 40 & 45 Cdo T-Wing OC	RM	Assignment	3	Y(7or8)	N		Y
42 Cdo & CLR T-Wing OC	RM	MCB1	2	Y(7or8)	N		Y
CTCRM CTW OC Chatham Coy	RM	MCB1	1	Y(7or8)	N		Y
CTCRM CTW OC Portsmouth Coy	RM	MCB1	1	Y(7or8)	N		Y
CTCRM CTW OC Hunter Coy	RM	Assignment	1	Y(7or8)	N		Y
CTCRM SW OC IW Coy	RM	MCB1	1	Y(7or8)	N		Y
CTCRM SW OC Warfare Sp Coy	RM	Assignment	1	Y(7or8)	N		Y
CTCRM SW OC Warfare Coy	RM	MCB1	1	Y(7or8)	N		Y
CTCRM SW OC ML Coy	RM	Assignment	1	Y(7or8)	N		Y
CTCRM CW OC RMIOT	RM	Assignment	1	Y(7)[3]	N		Y
CTCRM CW OC NCO Trg	RM	Assignment	1	Y(7)	N		Y
SUBORDINATE COMMAND							
Commando Unit – 2IC	RM	Assignment	3	Y(7or8)	Y		N
30 Cdo IX Gp – 2IC	RM	Assignment	1	Y(7or8)	Y		N

[3] Candidates for CTCRM CW OC RMIOT & OC NCO Trg should have previously completed a successful Operational SUC, selected at MCB1.

	Branch	Selection	Total	Qualification	Operational	Training/Support	AFA 06 Command
CLR – 2IC	RM	Assignment	1	Y(7or8)	Y		N
MAB6 DCOM	RM(SF)	MAB Assignment Board	1	Y(7)	Y		N
Dir of Music Training	RMBS	Assignment	1	Y(8)		Y	N
OF4 COMMANDS							
MILITARY COMMAND							
CO Commando Unit – 40/42/45	RM	MCB2	3	Y(9)	Y		Y
CO 30 Cdo IX Gp	RM	MCB2	1	Y(9)	Y		Y
CO Cdo Log Regt	RM	MCB2	1	Y(9)	Y		Y
CO MAB6	RM(SF)	MAB Assignment Board	1	Y(5/9)	Y		Y
CO RMR Units	RM/ RMR	MCB2	4	Y(9*)		Y	Y
Corps Col	RM	MCB2	1	Y(9*)		Y	Y
PDM/CO RMBS	RMBS	Assignment	1	Y(8)		Y	Y
CTCRM Wings (CO Comd Wing, CO CTW, CO Spec Wing, CO Support Wing)	RM	MCB2	4	Y(9*)		Y	Y
CO JCTTAT	RM(11)	MCB2	1	Y(9)		Y	N
SUBORDINATE COMMAND							
43 Cdo FPGRM – 2IC	RM	Assignment	1	Y(7)	Y		N
AOO ASRM	RM	Assignment	1	Y (9/10)	Y		N
AOO QNLZ	RM	Assignment	1	Y (9/10)	Y		N
OF5 COMMANDS							
MILITARY COMMAND							
CO 43 Cdo FPGRM	RM	FSOAB	1	Y(9)	Y		Y
Comdt CTCRM	RM	FSOAB	1				
47 Cdo RG RM	RM	FSOAB	1	Y (9/10)		Y	Y
Comdt TMG	RM	Assignment	1			Y	
SUBORDINATE COMMAND							
DComd 3 Cdo Bde RM	RM	FSOAB	1	Y(9)	Y		Y
COS COMAMPHIBFOR	RM	FSOAB	1	Y(9)	Y		Y

Notes:

1. MLO Qualified.

2. RSO Qualified.

3. Anti-Tank Officer Qualified.

4. Mortar Officer Qualified.

5. SF Qualified ('Badged').

6. LCO Qualified.

7. ICSC(L).

8. ICSC(M).

9. ACSC/psc(j).

9. ACSC/psc(j) is desirable but not essential for RM Shore Command.*

10. Candidates need not be LCO Qualified.

11. Bi-Service Rotation Army/RM.

ANNEX 59B

LOCAL FOREIGN SERVICE (LFS)/LOAN SERVICE - GUIDANCE FOR VOLUNTEERS, LINE MANAGERS AND COMMANDING OFFICERS

1. Introduction

Local Foreign Service (LFS) assignments include all assignments overseas, e.g. exchange, loan, NATO, attaché positions etc. Officers, ratings and other ranks may be selected for LFS assignments. It is important that personnel selected for these assignments are free from financial, domestic or other such problems and CMs may need to question potential nominees in detail on these matters and explain the necessity for medical screening of spouses and families. Nominations for this type of assignment should be considered as early as possible in order to allow sufficient lead time to enable personnel to make timely arrangements for education, medical examinations etc.

2. Detailed Instructions for Career Managers

The pre-requisites and assigning instructions for the types of overseas assignments are at Annex 59C.

3. Individual Considerations

Personnel who have been assigned to or are considering volunteering for overseas assignments should take account of the following:

a. **Medical Requirements.** There is international variation in the provision of healthcare which is delivered in varying environmental conditions. Service Personnel should ensure their Joint Medical Employment Standard (JMES) grading is accurate with their current (pre-deployment) DMS Medical Centre at least three months in advance of an assignment. In order to ensure the safety of individuals and their dependants, a rigorous medical screening process is in place. This is undertaken by the Defence Global Practice (DGP) (formerly the Global Medical Supportability Cell (GMSC)) and further details on the end-to-end process can be found in the following DINs:

(1) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(2) **2022DIN01-105.** The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC).

b. **Individual Responsibility.** Upon receipt of an LFS Assignment Order, individuals must commence the screening process, this should include a review and where required an update of the individuals current JMES, which should be completed no later than three months prior to assignment. [1] If a recommendation of medical supportability is not obtained for dependants the individual will be required to serve unaccompanied or the assignment order be cancelled. Annex 59C contains further detail for CMs. Individuals must contact Families Section upon assignment to commence the screening process, which is conducted by the DGP, as follows:

[1] See BRd 1750A, Chapter 16, Para 1601 for further detail. Screening should be completed at least three months prior to assignment.

(1) **Families Section.** UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(2) **DGP.** UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk / UKStratCom-DMS-DPHC-DGP-Enquiry@mod.gov.uk.

c. **Dental Treatment.** Before proceeding overseas, it is essential that all personnel and their dependants receive a dental examination and that any necessary treatment is conducted. Detailed guidance on dental treatment overseas may be found as follows:

2017DIN01-081. Instructions for Service and Entitled Personnel Serving Overseas who Receive Dental Treatment from Non-Service Sources.

d. **Education.** The range and standard of education available overseas varies widely. In order to ensure that their children will receive the best possible education, personnel with children of school age are strongly advised to seek advice. Detailed information on overseas schooling and on boarding education in the UK is contained in JSP 342 'The Education of Service Children'. Information is also available from the Children's Education Advisory Service:

Senior Education Officer
Children's Education Advisory Service
Trenchard Lines
Upavon
PEWSEY
Wiltshire
SN9 6BE
Telephone: (Mil) 94344 8244
(Civ) 01980 618244

e. **Single Parents.** Being a single parent is not itself a bar to an individual being assigned overseas, however, in some foreign countries there are specific laws concerning arrangements for childcare (e.g. the employment of au pairs, nannies etc.) and thus single parents may face particular difficulties.

f. **Equality and Diversity.** The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, Service personnel should be aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK personnel will be subject to whilst serving in that location. Individuals are not required to disclose some of the protected characteristics personal details to their CMs. Before accepting any foreign assignment, however, personnel should ensure they understand and have considered the implications of any local laws to which they may be subject whilst in post. Once assigned, personnel are to ensure that, where necessary, they can comply with the laws of the host country. This may include providing copies of personal documents (passport/birth certificate) for the purpose of producing local identification.

4. Recommendation for Overseas Service (LFS) - Officers, Ratings/Other Ranks

a. CMs rely initially on the recommendations contained within ARs (OJARs/SJARs) concerning the suitability of volunteers for service overseas. An individual stating a preference for LFS should have a supporting recommendation in both the text and the Future Employment check box.

b. Before issuing the assignment order for any Officer, Rating or Other Rank to an overseas billet, DDPD is to signal the individual's current unit, info NAVY PSYA PORTSMOUTH, for a recommendation of suitability to serve on LFS using the signal template at Appendix 1 to this Annex. PSyA is to raise any objection to such an assignment within seven days, after which the unit CO's response should be sent. Personnel assigned as emergency reliefs at short notice may have to be assigned without clearance. Recommendations for personnel being considered for Loan or Exchange Service will be sent by letter. In coming to a decision to recommend an individual for service overseas, it is essential that they are interviewed by their CO or delegated officer.

c. In replying to any request for a recommendation of suitability, the CO is to state whether or not the subject is fully recommended. In considering such a recommendation the guidance in Appendix 1 to this Annex is to be followed. If the individual is not recommended, the reply should give the relevant sub-paragraphs from the Appendix, e.g. 'not recommended, Paragraph 2'. This will provide the basic information needed, whilst obviating the need to signal detailed personal information.

d. Both the request and the reply are to be treated as OFFICIAL. Information provided will be used solely for the purpose of assessing suitability for the overseas assignment under consideration. Individuals who are not recommended will not be debarred from future consideration for such assignments.

e. It is acknowledged that circumstances can change between initial recommendation and actual assignment. If it is assessed that an individual has become unsuitable for overseas assignment, DDPD is to be informed as soon as possible regardless of proximity to the date of travel.

APPENDIX 1 TO ANNEX 59B

REASONS FOR NON-RECOMMENDATION FOR LOCAL FOREIGN SERVICE

1. By Officers, Ratings and/or Other Ranks current Commanding Officer

Subject does not meet the highest standards required of this LFS assignment for the following reason(s) (use indicator letter only).

a. **Discipline.** A series of recent minor offences might indicate a lack of stability which might make the rating unsuitable for service overseas. If there is a possibility of the individual being connected in any way to an ongoing RNSIB investigation, the RNSIB is to be consulted.

b. **Drug Abuse.** A history of drug related problems will normally prevent personnel being assigned to LFS.

c. **Alcohol Abuse.** A history of alcohol-related problems merits particularly careful consideration and will normally prevent personnel being assigned to LFS.

d. **Welfare.** Overseas assignments can be quite stressful for the most stable of marriages/families. The relevant area RNRMW office should be contacted in cases where there is a current welfare problem, or one which might re-open if the Officer/Rating/Other Rank or their family were abroad, which might indicate unsuitability for service overseas. In the case of unaccompanied service, the Officer/Rating/Other Rank's ability to cope with separation is relevant. Many and varied stresses are placed on otherwise stable marriages during an LFS assignment.

e. **Financial.** The financial affairs of personnel assigned to LFS must be beyond reproach. COs should remember that banking facilities abroad are not the same as those in UK.

f. **Other.** Amplify as appropriate.

2. By Medical Officers

Does not meet the medical requirements set out in BR 1750A, Paragraph 1601.

LFS NOMINATION SIGNAL FORMAT

R
FM FLEET HQ
TO HMS ********

INFO PSYA PORTSMOUTH
BT
RESTRICTED
SIC ABA/WHZ
STAFF
PSYA PORTSMOUTH FOR DNSY1CP.P1AA
A. BR3 ANNEX 59B APPENDIX 1.

1. THE FOLLOWING OFFICER/RATING/OTHER RANK IS BEING CONSIDERED FOR LFS ASSIGNMENT. REQUEST RIGOROUS SCREENING IAW REF A.

READ IN 4 COLUMNS: NAME/RATE /SVC NO/DESTINATION.

2. OFFICERS/RATINGS/OR'S ARE STRONGLY ADVISED TO ACCESS THE RN COMMUNITY WEBSITE (WWW.RNCOM.MOD.UK) FOR INFORMATION REGARDING FAMILY ISSUES, INSURANCE, ALLOWANCES, ETC.

3. PARENTS OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS ARE ADVISED TO CONTACT THE CEAS ON (MIL) 94344-8244/ (CIV) 01980-618244/(E-MAIL) ENQUIRIES.CEAS@GTNET.GOV.UK.

Choose from the paragraphs below as relevant, renumbering accordingly

4. PERSONNEL BEING CONSIDERED FOR ASSIGNMENT TO GIBRALTAR ARE ADVISED THAT THERE IS A PAUCITY OF SERVICE FAMILY ACCOMMODATION. THERE IS A POSSIBILITY THAT THE FIRST FEW MONTHS OF THE DRAFT MAY BE UNACCOMPANIED.

5. ATTENTION OF THOSE BEING CONSIDERED FOR ASSIGNMENT TO NAPLES UNITS IS DRAWN TO THE WEBSITE AT WWW.BRITANNIA-IN-ITALIA.CO.UK AND THE REQUIREMENT FOR A FULL DRIVING LICENCE.

BT
POC

DATE	RELEASING OFFICER	TITLE	SIGNATURE	TEL NO

ANNEX 59C

GUIDANCE FOR CAREER MANAGERS ON LOCAL FOREIGN SERVICE (LFS) ASSIGNMENTS

1. General

a. Selection.

(1) It is particularly important that personnel selected for LFS assignments are free from medical, financial, domestic or other such problems. They must have an in-date passport and visas as appropriate. It is recommended that all nominations to overseas assignments are made with the maximum possible lead time to enable families to make timely arrangements for education, medical examinations etc.

(2) In considering relief dates, CMs must take into account school holidays in addition to closed periods for assigning (see sub-para c below).

(3) The UK MOD remains an equal opportunity employer and does not discriminate on the grounds of any of the protected characteristics as defined in the EA 2010. However, service personnel should be made aware that the laws and local traditions of countries other than the UK may differ. The relevant Memorandum of Understanding (MOU) or Status of Forces Agreement (SOFA), as well as the Foreign and Commonwealth Office website, will detail the local laws to which UK SP are subject whilst serving in that location. Individuals are not required to disclose the details of all protected characteristics to their CM. In considering any foreign assignment, however, CMs should ensure that personnel understand and have considered the implications of any local laws to which they may be subject to whilst in post. This may include providing copies of personal documents (passport/birth certificate) for the purpose of producing local identification.

b. Pre-Joining Information.

(1) The current unit will provide direction and guidance to individuals who are assigned to overseas posts, ensuring early engagement with DSCOM Families Section, DCYP and the receiving unit as required, It is imperative that Annex A to JSP 770 Chapter 2A is completed at the earliest opportunity in order that any presenting issues are identified and addressed accordingly.

(2) Personnel who serve overseas in their last effective assignment in the Service before retirement will normally be returned to UK in sufficient time to permit them to take Terminal Leave and any Graduated Resettlement Time (GRT) for which they may be eligible, Before finalising such assignments, however, CMs should inform them that they will be unable to return to UK at public expense for resettlement activities prior to the end of their assignments. Personnel should be advised to seek further details on their eligibility for resettlement provision from Naval Resettlement Information Officers (NRIOs).

(3) Once personnel are overseas, they are administered by the JFC Global Support Unit in Glasgow.

c. **Closed Periods for Assignment.** When relief dates are being considered for LFS assignments, CMs should take account of designated closed periods (see below), school holiday periods and the financial implications of school visits for both incoming and outgoing personnel, The periods indicated below should be avoided when reliefs are being planned for the following assignments:

(1) **USA.** Christmas to early January.

(2) **Norway and Denmark.** December to March.

(3) **Canada.** November to February.

(4) **Australia.** December and January.

d. **Medical Screening for LFS Assignments.** The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore to ensure that the health needs of service personnel and their dependants are assessed correctly, a rigorous screening procedure is in place. Primarily, this is to ensure the safety of personnel and their dependants, but it also limits the complications that can arise when all family health factors have not been assessed fully. Service Personnel should ensure their Joint Medical Employment Standard (JMES) grading is accurate with their current (pre-deployment) DMS Medical Centre a minimum of three months prior to assignment.

e. **Guidance for Career Managers.** Assigning Authorities should use the individual's JMES as initial assessment of being fit to be assigned to a given overseas location. Within Defence Primary Healthcare (DPHC), the Defence Global Practice (DGP) (formerly Global Medical Supportability Cell (GMSC) has been established to ensure that Service Personnel and their dependants can receive safe and appropriate care during the LFS assignment[1]. To enable this, the DGP undertakes centralised screening of dependants and tracking of Service Personnel within the Global Virtual Practice (GVP). The administrative process for this is as follows:

(1) **Serving Accompanied.** The individual must contact the Families Section at Defence Support Chain and Operations Management (DSCOM), which will provide a travel pack and collate necessary screening for dependants (medical and educational). This must occur 6 months prior to assignment date, or as soon as the Assignment Order is issued (if later). The CM must also contact the DGP to inform it of the requirement and enable tracking of the medical screening, and the DGP will communicate the final screening recommendation.

(a) **Families Section.** UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

[1] See 2022DIN01-105- The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC) for further detail.

(b) **DGP.** SGDPHC-O-GMSC-UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk / UKStratCom-DMS-DPHC-DGP-Enquiry@mod.gov.uk.

(2) **Serving Unaccompanied.** The CM must also inform the DGP of unaccompanied LFS assignments. This is to enable the GVP to maintain tracking of the individual's medical care,

(3) **Consecutive LFS assignments.** In the circumstance that the CM plans to assign an individual from one accompanied or unaccompanied LFS assignment to another, then the above screening process must still be followed.

(4) **Non-supportability.** There will be cases where the DGP is unable to issue a recommendation of medical supportability for a planned LFS assignment. Dependent upon the specific circumstances, this may result in the CM either cancelling an Assignment Order or requiring an assignment be unaccompanied. In the event that either the individual or their CM intends to proceed with an accompanied LFS assignment, despite a DGP recommendation of medical non-supportability, the appeals procedure is to be followed:

(a) **Stage 1.** Initial review conducted by DGP. Service Personnel are required to submit their appeal to DGP within 10 working days of receiving the negative recommendation – details of how to do this will be included in that recommendation.

(b) **Stage 2.** If non-supportability is confirmed, the individual can choose to appeal to their parent Service and engage with their Career Manager (CM). They will be asked to complete a consent form (Appendix 4 to Annex 59C) so that details of the case can be discussed by relevant individuals. A panel will then be convened, chaired by the relevant SO1 Career Manager, involving AH Specialist Health Adviser (RN Healthcare) and SO1 Employment Law. Prior to meeting, panel members may make their own enquiries as long as consent has been obtained from the individual or dependent. The panel will then meet, either in person or virtually, and discuss the case. A summary of the decisions made will be recorded by the Chair. This will form the basis of a recommendation to Head Navy Career Management, who will make the decision at this stage of the appeal. In the event of the DGP decision being challenged, the appeal will move to the third stage for a final decision.

(c) **Stage 3.** If the results of the first 2 steps are at variance, then a final decision is made by a multi-disciplinary third-party review which includes the overseas Command. This panel is convened by Defence Primary Healthcare (Overseas).

(5) **Assignment Order.** When issuing the accompanied LFS Assignment Order, CMs are to ensure that the following are added as Notes:

(a) This LFS assignment is subject to satisfactory pre-screening checks.

(b) Contact Families Section: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330.

(c) Failure to complete satisfactory pre-screening will result in either an unaccompanied or cancelled assignment.

(6) **DGP Further Details.** Further details of the DGP may be found in the following DINs which detail the end-to-end medical screening process:

(a) **2019DIN01-099.** The provision of healthcare overseas to the Defence Global Network.

(b) **2022DIN01-105.** The Defence Global Practice (DGP) declaration of Full Operating Capability (FOC).

f. **HIV Testing of Personnel Attending US Military Training Courses.** The Principal Personnel Officers (PPOs) of all three Services have agreed that the UK will comply with the requirement for personnel to be tested for HIV prior to attending training courses in the USA. The testing requirement relates solely to those undertaking military training courses and does not include families who may be accompanying those personnel. RN Medical Officers have received suitable instruction in the obligatory counselling required as part of the testing process. Testing should be arranged by the individual concerned through their unit medical centre.

g. **Language Training - Eligibility.** Only officers and ratings on the trained strength, taking up specific assignments with a foreign language requirement i.e.. attachés and loan service personnel, are entitled to language training at public expense. Officers assigned to Overseas Staff Courses are also eligible for appropriate language training. Course details are published annually by DIN.

h. **Administration of Appraisal Reports.**

(1) For assignments to LFS and seconded posts, CMs need to identify a clear reporting chain for the individual before they take up the position. CMs are to take particular care to ensure that appraisal reports are rendered at the appropriate time on RN personnel in non-RN posts e.g. loan/exchange positions, attachés etc, Where necessary, CMs are to communicate personally with the reporting officer providing details of the JPA offline reporting process[2].

[2] JSP 757 - Tri-Service Guidance for Appraisal Reporting.

(2) All exchange and attaché posts have a nominated Fleet 1 Star sponsor. They will be responsible for providing a staff officer of appropriate rank to act as mentor and administer the reporting chain. Details of the sponsors will be published by DIN.

i. **Personal Security Defensive Briefing and Debriefing.** Details of countries where a significant security threat exists can be found in JSP 660[3]. Information on briefing and debriefing requirements for personnel assigned to these countries can also be found in the JSP. If there is any doubt as to whether there is a requirement for a security briefing, advice can be sought from NAVY PSyA-CI CPO (VB 9380 27141). This does not apply to officers being considered for Attaché or Adviser posts for whom separate instructions apply (see Para 3 below).

j. **Security Clearance.** Where an overseas assignment requires a DV clearance, CMs should ensure that the Security Clearance (SC) will remain valid for the entire period. If the expiry date falls during the assignment, the clearance is to be renewed prior to departure. SC can be obtained through the SYVETT cell using the application form at Appendix 1 to Annex 59C.

k. **NATO Security Clearance.** Personnel assigned to any NATO position require a NATO Security Clearance Certificate; this can be obtained through the SYVETT cell using the application form at Appendix 2 to Annex 59C. If the position also requires DV clearance the SC certificate can be requested concurrently with the DV application (see Para 5805).

2. NATO and EU Assignments

a. **Selection Policy.** NATO experience should be regarded as an important element of career building for officers destined for senior assignments. The Chiefs' of Staff policy on NATO representation requires that UK influence and effectiveness be maximised within the constraints imposed by the available workforce. Current Operations, together with commitments to the NATO Response Force, all require British staff in many NATO assignments to be available for operational deployment world-wide. The following guidelines are intended to assist CMs in their selection process and to advise on the liability for deployment from NATO HQs:

(1) The ACO second level headquarters at Brunssum, Naples and Lisbon will all be required to find, from their PE, the staff for Deployable Joint Task Force (DJTF) headquarters. All positions, therefore, should be filled by personnel capable of world-wide deployment.

(2) The ACO third level air component command headquarters at Izmir and Ramstein will be fully deployable. The maritime components at Northwood and Naples will also have a deployment capability for operations at the higher end of the spectrum but the land components at Heidelberg and Madrid should be static (their deployment tasks being undertaken by High Readiness Forces (HRF)).

[3] JSP 440 Part 6 Section 4 Personnel Security - Travel and Contacts.

(3) All personnel on the strength of the various HRF headquarters, STRIKEFORCE SOUTH and similar formations should be considered as filling potential war-fighting assignments.

(4) All other NATO entities and agencies are less likely to be heavily involved in deployed operations but could still be requested as augmentees or specialists. Direct discussions with line managers and the relevant Senior British Officer (SBO) should take place, therefore, prior to assigning personnel with significant employability caveats to such positions.

b. **Nominations.** CMs are to forward nominations to the SBO at the appropriate NATO HQ using the appropriate nomination format available as detailed on the CAPPs web page. Details vary slightly between Commands and are as follows:

(1) **NATO HQ Brussels, IMS Brussels, MAS and EU Military Staff.** Nominations for all assignments are to be addressed to:

Chief of Staff of UKMILREP, NATO HQ, BFPO 49

(2) **SHAPE.** Nominations, accompanied by biographical details in the format detailed on the CAPPs web page, should be forwarded as indicated below. It may be appropriate to forward extra details for the most senior assignments.

(a) SHAPE HQ - Nominations for Captains:
UKNMR SHAPE BFPO 26

(b) SHAPE HQ - Nominations for SO1s and below:
Deputy UKNMR (Navy) SHAPE BFPO26

(c) Major Subordinate Commands and Principal Subordinate Commands.
Appropriate HQ Senior British/ Naval Officer.

As the Commanding Officer of the RN elements at SHAPE and NATO HQ and the MOD Representative in ACE for Naval establishment and workforce matters, all nomination letters - if not already addressed to Deputy UKNMR (Navy)for action - should be copied to that address for information.

(3) **SACT.** Nominations should be forwarded as indicated below; Nomination letters should indicate the officer's ’prospective rotation date’ i.e. FAD. A copy of the nomination is also to be forwarded to the appropriate local UK representative:

SACT HQ, ACT ASW Research Centre La Spezia, SACTREPEUR.

DEPUTY SACT, SACT HQ, Norfolk Va. 23511 USA.

Copy to: Security Officer, Naval Party 1964, BFPO 493.

(4) **COMNAVNORTH.** As for nominations to Fleet Cdr.

c. **Pre-Joining Courses and Briefings.**

(1) A number of NATO assignments have a potential commitment for operational deployment to theatre HQs. Personnel assigned to a NATO billet who are aware of a commitment to deploy during the first year of their tenure should attend RNMC for IPDT prior to commencing their assignment. Those who start a NATO assignment and are subsequently told that they are deploying should return to UK for IPDT at RNMC. Equipment and clothing will be provided in theatre.

(2) Personnel should attend the following briefings prior to taking up their assignment:

(a) **NATO Command Structure Assignments.** (HQ NATO, SHAPE, SACT, JFC Brunssum, JFC Naples, ACCs, MCCs, JSRCs, 280 Sigs, ACCAP) and EU assignments:

Those posted to NATO Command Structure and EU assignments should make contact with the appropriate desk officer within the NATO and European Policy Group (Directorate for Policy on International Organisations (DPIO)) and, in addition, should attend one of the two NATO and EU Briefing Days that DPIO organises each year.

(b) **NATO Force Structure Assignments,** (HQ ARRC, UKMARFOR and other High Readiness Force Headquarters):

Those posted to NATO Force Structure assignments should attend one of the two NATO and EU Briefing Days that DPIO organises each year.

(c) **Naval Staff Briefing.** All personnel assigned to NATO/EU or UN posts, including those destined for the NATO Defence College (NDC) are, if possible, to attend a Briefing Day before taking up their assignment. The Briefing Days are held twice per year in MOD Main Building; details of dates and availability of places are available from DPIO-SO2 COORD.

(d) **Deployment in Support of Peacekeeping Operations.** All officers posted to NATO Joint or Regional Headquarters are liable for onward deployment to any area on peacekeeping operations. CMs should therefore comply with instructions on pre deployment training for all such assignments.

(e) **NATO School Oberammergau.** The list of courses at the NATO School Oberammergau is published annually in June for the following year. NAVY PEOPLE-HQ N8 SO2 B coordinates all bids for attendance on courses.

d. The priority for briefings for SO1 and below is the appropriate DPIO brief and NATO Orientation Course at Oberammergau. CMs should make every effort to ensure that personnel destined for NATO posts, especially for the first time, attend these courses.

3. Defence Attaché and Embassy Support Staff Posts

a. Defence Attaché (DA) and Embassy Support Staff (ESS) posts come under the auspices of the FCO and the Defence Engagement Strategy – Overseas Support (DE STRAT OS) Staff. Advice is available from (DE STRAT OS), Preparation and Post Support on (020 721) 9621 82053/87154. An Aide Memoire for CMs when considering a nomination for an attaché post can be found at Appendix 3 to this Annex.

b. Officers being considered for attaché posts are to be warned that they must exercise discretion concerning the assignment and should discuss it only with persons who have a 'need to know'. This applies even after the assignment has been confirmed. CMs are to bear in mind the onerous social obligations which will be demanded of the officer's spouse and the possible domestic difficulties which might be encountered. In the likely case that the spouse is unknown to the CM, careful enquiry of the officer concerned will be necessary to obtain their assurance that these obligations are acceptable to their spouse.

c. **General Requirements.** Nominees for DA and ESS posts will require the following:

(1) DV clearance, valid for the whole period of the posting.

(2) Diplomatic security clearance (only for DA nominations).

(3) British passport (and their spouse's (see Para 3 sub para e).

(4) Medical and dental fitness (and dependants).

d. **Diplomatic Security Clearance.** Diplomatic Security Clearance is obtained by Navy PSyA from the FCO security authorities. When first considering an individual for a post of this kind and before entering into any undertaking with the individual concerned, the CM is to contact Navy PSyA Aftercare SO3C in writing to ascertain if there is any likelihood that the individual might not be granted diplomatic security clearance. There is to be no exception to this procedure. If the individual already holds a DV clearance, and a favourable response is received from Navy PSyA, the CM may proceed with the nomination process. In cases where the individual does not hold a DV clearance, Navy PSyA will not usually be able to express an opinion (except perhaps, exceptionally, an unfavourable one). In such cases, at the time of writing to Navy PSyA, the CM should initiate an application for DV clearance, making it clear that it is for diplomatic purposes. A minimum of 6 months must be allowed for completion of the DV clearance procedure. When the clearance has been given, Navy PSyA will provide an opinion on the individual's suitability for diplomatic security clearance.

In cases where the individual holds a DV which will expire during the course of the proposed posting, a full DV review is to be initiated at the same time as the initial contact with Navy PSyA; it is an FCO requirement that personnel hold a DV which is valid for the entire length of their tour. Again, it should be made clear that the review is for diplomatic posting purposes. The request for formal security clearance will be made by Navy PSyA to FCO when full DV clearance is completed. Diplomatic clearance from the Ambassador at Post will not be forthcoming until security approval has been given; it is therefore imperative that the security process is completed at the earliest opportunity.

e. **Nationality Requirement.** The FCO requires that the individual must hold a British passport endorsed: "British Subject: Citizen of the United Kingdom and Colonies", Non-British spouses do not normally need to obtain a British passport, but this is strongly recommended for certain countries. In deciding upon the acceptability of an individual and their spouse for service at an Embassy/High Commission, the FCO is also required take account of:

(1) The nationality, if not British, of the individual's parents and those of their spouse.

(2) Details of any family connections in the country to which an individual is being posted.

(3) Details of the individual's schooling if this was not in UK.

(4) Whether the nominee is divorced and, if so, whether they have remarried. (The circumstances of the divorce should also be described if that information is available.)

f. **Medical and Dental Fitness.** Careful consideration should be given during the selection stage (i.e.. prior to making a nomination to DE STRAT OS to nominees and/or their dependants who have a doubtful medical history or who have recently had major operations and who may, in consequence, need to return to UK for check-ups outside home leave periods). CMs should consider this aspect carefully to ensure that, as far as possible, candidates and dependants thought likely to incur high medical or dental costs overseas are not nominated for Embassy/High Commission duties. Reference is to be made to dependants' health, as revealed by screening, in the biographical details of the officer at the time of nomination to DE STRAT - OS staff.

g. **Nomination and Assignment.**

(1) **Defence Attachés.**

(a) Once the nominee has both DV clearance and Navy PSyA's preliminary acceptance of suitability for diplomatic clearance, the CM is, simultaneously, to:

i. Request Navy PSyA arrange for diplomatic security clearance.

ii. Nominate the officer for the attaché position, using the format available on the CAPPS web page, by e-mail to meet the nomination deadlines promulgated in the Attaché Lists and in the CAPPS List, These are to be followed by hard copies of the nomination as a back-up, Following acceptance by MOD and by ACDS(ISP), DE STRAT-OS Staff will arrange for diplomatic clearance of the nomination with the FCO. Nominations for attaché posts should include a reasonably full 'pen picture' of the officer with a description, culled from their reports, of the attributes which bear on their suitability for the assignment. Any statement of service should specify the class of ship or type of establishment in which the officer has served. The nomination should also include details of the nationality and background of the officer and their spouse.

iii. Once the nomination has been approved, DE STRAT-OS staff will write to the officer providing details of training, preparation and the move to post. Whilst the training package is being undertaken, the officer needs to be allocated a naval parent admin unit as DE STRAT-OS does not provide this type of support.

iv. The Assignment Order for briefing and training can be issued as soon as the nomination is approved, however, the assignment to the post itself should not be issued until all the clearances have been received and no sooner than 3 months before its effective date.

(b) A brief on this nomination process can be found within Appendix 3 to this Annex.

(2) **Embassy Support Staff.**

(a) When a post is due for relief (with necessary lead time for training), suitable candidates are found via a signal trawl. Once selected and when DV clearance has been arranged, the nominee's CV is to be sent by e-mail to meet the deadlines as promulgated by DE STRAT-OS staff. If the nomination is approved by the relevant DA, DE STRAT-OS staff will write to the candidate providing details of training, preparation and the move to post. Whilst the training package is being undertaken the nominee needs to be allocated a naval parent admin unit as the DE STRAT-OS does not provide this type of support.

(b) Once the nomination has been approved and provided DV clearance has been issued, the nominee can be assigned to the post.

4. LFS Exchange Assignments

a. Assignment of RN Personnel to LFS Exchange Posts.

(1) **Selection.** One of the purposes of exchange assignments is to learn about other navies/services and facilitate ‘cross-fertilisation’. CMs should, therefore, select personnel who have a worthwhile period of service remaining on completion of their exchange assignment (i.e.. a minimum of 2 years to serve). CMs may wish to consult CM POLICY & MI SO2C before taking action to select an individual for an exchange assignment.

(2) **Nominations.** The CM will write directly to the appropriate national, or service, authorities when nominating an individual for an exchange assignment. For SO1s and below CMs should use the formats available from the DDPD CM team-site to submit details of application. CMs should note the following specific national requirements, and CM POLICY & MI SO2C may have other details of specific post requirements:

(a) **Australia.** In order to allow particulars to be arranged between CMs and Sponsoring Officer, 3 weeks should be allowed between ’ready to move’ date and effective date of assignment.

(b) **USA.** In nomination letters for officers destined for exchange service in the USA, CMs are required to include a clear statement of the officer's security clearance.

(c) **Canada.** The standard handover between officers is 5 working days, In order to balance professional demands with family and housing concerns, officers should be assigned to arrive in country on a Friday with the outgoing officer returning to UK the following Friday.

(3) **Sponsoring Officers.** All exchange posts, both at home and abroad, have a sponsoring officer. This will be confirmed by CM POLICY & MI SO2C during the nomination process. A copy of the nomination letter should be sent to the appropriate sponsoring officer who will in turn supply the incoming officer with relevant pre-joining information.

(4) **Overseas Deployments to Third Countries During Exchange Tours.** CMs who administer exchange positions are to ensure that they are made aware in advance of any plans for UK exchange officers to deploy to third countries. When such deployments are envisaged, the following procedures should be followed:

(a) **Deployments within PJHQ's Joint Operational Area.** Details of the individuals concerned, dates and planned activities should be forwarded to J9 branch in PJHQ. J9 will scrutinise the proposed deployment in relation to jurisdictional and force protection considerations as well as our defence relationships with the nations concerned. They will then take the necessary action to inform or consult Ministers. Where possible, at least 10 days' notice should be provided to ensure this process can be completed prior to the deployment taking place.

(b) **All Other Deployments.** Similar details should be sent to the desk in International Policy and Planning with responsibilities for the country into which the deployment is planned. They will then take similar actions to those undertaken by PJHQ J9, as set out above.

b. **Assignment of Overseas Personnel to RN/RM Exchange Posts.**

(1) CMs will receive nominations through CM POLICY & MI SO2C from national authorities. Once the nomination has been approved by the relevant Ship or Establishment, CMs are to inform CM POLICY & MI SO2C who will reply directly to the respective national authority and raise a JPA account for the nominated individual.

(2) Once the Ship or Unit position has been identified, Navy PSyA should be consulted with reference to the level of security clearance required for the individual,

(3) Restrictions on operational deployments may apply. Prior to acceptance of a nomination, CMs are advised to check any limitations on deployments for overseas personnel.

5. Loan Service Assignments

a. Detailed arrangements for Loan Service Assignments can be found in JSP468 (Joint Service Manual for the Loan and Secondment of Personnel to Commonwealth and Foreign Forces),

b. In order to comply with JSP 468, CMs must ensure that all personnel to be nominated for Loan Service complete and return the Loan Service application at Annex 1B and Appendix 1 to JSP 468. This must be returned to the CM countersigned by the appropriate SO1 CM and then forwarded to DE STRAT-LSP1.

6. Service on Loan - Exercise Long Look

a. Periodically, Exercise 'Long Look' is initiated, when personnel are exchanged between the Royal Navy and the Royal Australian or Royal New Zealand Navies. This is not Loan Service and is a loan as opposed to an assignment. CMs are not required to initiate clearances or become involved other than to give assigning clearance for the period of the loan i.e.. there is no plan to assign the individual for whom clearance is being sought away from their present unit and therefore the unit can arrange the exchange of personnel. CMs should be aware that the exchange agreement entails employing a Commonwealth Service Person in place of the UK Service Person and that individuals are offered up for loan on the basis of compatibility of employment. It follows, therefore, that a request for a relief due to the Commonwealth Service Person being incompatible with the UK assignment is inappropriate.

b. As personnel are loaned, Assignment Orders are not issued for Exercise Long Look, but a Scribble pad notation may be used to record an individual's participation,

7. Peace Support Operations

a. The RN provides personnel to a variety of international peace support operations (PSO) around the world e.g. Afghanistan, Bosnia, Congo, Liberia, Georgia, Iraq, Kosovo, Mali and Sierra Leone, but other similar operations can and will occur. They may come under National, NATO, EU or UN Command.

b. Most of these posts operate on a six-monthly roulement. These posts are not dedicated to a single Branch will be managed through the CAPPS process. They will be allocated to Branches in advance in proportion to the Branch populations. The posts are defined as 'operationally essential' and are to be filled as a matter of priority. To meet deployment targets, CMs must work well in advance to ensure that suitable personnel are identified and trained in time.

c. Most deployments will require individuals to undertake IPDT/OPTAG Training (SA80 or 9mm as advised) and First Aid training,

8. Assignment to the USA.

In addition to the general guidance above, the following procedure is to be adopted for assigning officers (SO1 and below) to posts in the USA. Failure to do so may result in significant delays or an inability to access military establishments or healthcare on arrival:

a. **Exchange Posts.** Personnel assigned to the US as part of the MPEP work for a Department of Defense (DoD) Chain of Command (CoC) and are required to be accepted onto the programme by the US Command hosting the position. Acceptance must be received prior to the assignment order being issued. The British Navy Staff in the British Defence Staff (BDS) within the British Embassy in Washington D.C. administer the liaison between Career Managers (CM) and the Pentagon. This role is undertaken by the MPEP Support Officer.

b. **Liaison Posts.** Personnel assigned to the US in a Liaison post do not work for the DoD, instead they remain working for a RN or RM CoC. The Naval Attaché approves the appointment. The British Navy Staff in the BDS within the British Embassy in Washington D.C. administer the liaison between CMs and the Naval Attaché. This role is undertaken by the BNS Co-ord.

9. Assignment Process

a. **MPEP and Liaison Positions.** CMs are responsible for identifying potential reliefs for posts within the US. For Commanders, they should discuss by telephone with ANA and for others with the sponsor officer. Once suitability and timing have been agreed verbally, CMs send BDS(US) (addressed PS/ANA to ensure central administration) a letter enclosing the necessary nomination, CV and Security clearance. Nominations are to be received in sufficient time to allow staffing to take place and no later than 3 months before the previous incumbent's TOUREX. It is important that nominees are made aware that they are not formally assigned to a position until they have been accepted and that they should incur no expenses relating to the potential assignment until the CM receives their formal notification to raise the Assignment Order.

b. **MPEP Positions within the US Intelligence Departments.** There are additional clearance processes required to ensure personnel assigned to MPEP positions within the US intelligence departments have received the required clearances prior to arrival. This can take in excess of 6 months. The process must therefore start at least 7 months prior to anticipated arrival. Career Managers must ensure that nominees have TS clearance prior to nomination and that they have or can be processed onto the GCHQ IT system once acceptance is received.

c. **Form 1907 Process.** The Form 1907 is required to generate a Foreign Visits Request and is contained in US DIN (2020DIN03-015). All personnel assigned to the US are required to complete the form at least 35 days prior to travel in accordance with current guidance1. The Form must also include the details for all individuals accompanying the serviceperson to the US, including spouses and dependent children. An accepted Foreign Visit Request is required for access to the parent military establishment. Failure to complete the Form 1907 will result in considerable access issues on arrival and may impact on the individual and their family's ability to register for medical care. Completed forms for Liaison Assignments should be sent to the BNS Coord.

d. **Form 1907 for MPEP Assignments.** The 1907 form is for all short-term and permanently assigned visitors to the US. The DIN (2020DIN03-015) does not, however, provide guidance for MPEP assignees. Supplementary guidance has therefore been written to assist personnel assigned to the MPEP. The CM should forward a copy of the guidance and the form to the assigned person on issue of the assignment order. Once the Form 1907 has been completed by the assigned person, it must be returned to the Career Manager for Section 4 to be completed. By dating the form, the CM is confirming that details have been checked against the JPA competencies record and that the assigned person holds the required security clearances for the post. Completed forms for MPEP personnel are to be returned to the MPEP SO for staffing within the Embassy.

e. **Additional J1 Processes.** Once assigned all other J1 actions relating to moving to the US are administered by the J1 team in the British Embassy and are triggered by them receiving the Assignment Order JPA workflow. A copy of the Assignment Order should also be work-flowed to JPA Position 1298763 in the Embassy. Mandatory Arrival Briefs are held every 2 weeks for all personnel assigned to the USA. Assignment Orders should provide details of this brief (evidence suggests that the attendance at the Arrival Brief ensures a smooth administrative arrival process through challenging US bureaucracy).

f. **Contact/Further Questions.** Any questions relating to the process for assigning personnel to the US should be directed to:

(1) **MPEP Assignments** - MPEP SO at BDSUS-RN-PEP@mod.gov.uk.

(2) **Liaison Assignments** - BNS Co-ord at BDSUS-RN-Team@mod.gov.uk.

APPENDIX 1 TO ANNEX 59C

FORMAT OF LETTER FOR NOTIFICATION OF REQUIREMENT FOR MEDICAL SCREENING OF DEPENDANTS

Navy Healthcare Division
Navy Command Headquarters
First Floor
Leach Building
Whale Island
PORTSMOUTH
Hampshire
PO2 8BY

MEDICAL SCREENING OF DEPENDANTS FOR LOCAL FOREIGN SERVICE

1. You are being considered for Local Foreign Service accompanied by your family. An essential factor that must be considered in this is the ability to ensure adequate healthcare for your family in an overseas location.

2. The quality of healthcare, provision of medicines and environmental factors vary widely internationally; therefore a screening process is necessary to ensure that your dependants' health needs are assessed correctly. Primarily, this is to ensure the safety of your dependants but it also limits the complications that can arise when all family health factors have not been assessed fully.

3. A number of cases have arisen where Service Personnel (SP) failed to ensure screening of all their dependants or failed to declare all known conditions. This has resulted in cancelled assignments, individuals returned early or having to serve unaccompanied. It has also resulted in risk to individual dependants and significant cost to some SP who have had to resort to private healthcare for their families.

4. A pre-existing medical condition does not necessarily result in personnel and their families being excluded from LFS opportunities; however, it is appropriate that the RN assesses the risk and provides guidance to families considering foreign assignments. If a dependant has a medical condition that they believe needs to be considered before agreeing to a provisional assignment plan they should be encouraged to discuss it with the Global Medical Supportability Cell (GMSC), email: UKStratCom-DMS-DPHC-GMSC-Grp@mod.gov.uk. Clearance is given on the basis that an individual is fit to travel and reside in a country, taking into account that local medical care can adequately and safely meet the healthcare needs of the individual. Some conditions may be exacerbated by particular climates. The quality of healthcare available may vary significantly from the UK and custom and practice may be different. Even in Western Europe or the USA some drugs or treatments may not be available. The decision regarding each individual family member's medical clearance rests with GMSC / DGP, who may require individuals to engage with their GP in order to make a decision on fitness to travel. Appeals of a decision will be processed in accordance with direction at BRd 3(1), Chapter 59, Annex 59C, Para 1, e, (4).

5. You are required to request and complete a medical screening questionnaire through the Families Section: UKSTRATCOM-DefSp-DSCOM-FamSec@mod.gov.uk Tel No (Team Mobile): 07977 824330[1]. It is imperative that you:

a. Include all family members who will reside with you, including children in boarding school who will be with you for holiday periods.

b. Complete the questionnaires fully with no omissions.

6. Full, open and honest engagement will enable GMSC / DGP to make an informed assessment of the situation and ensure the healthcare needs of your family can be met in the country to where you will be posted.

[1] Further information is contained in BRd 3(1), Ch 59, Annex 59C, Para 1, e, (1), (a) and (b).

HEALTH GUIDANCE NOTES FOR FAMILIES PROCEEDING OVERSEAS

1. Introduction

Families travelling on assignment overseas should be aware that medical and dental facilities and resources are often less comprehensive than those available in the UK. The department will consider you and your family's health and medical history prior to travel to avoid any associated risk and confirm that the appropriate level of health care can be provided in your future destination where applicable.

2. Medical Self Declaration Questionnaire

Dependants travelling on overseas assignment must be screened by the Defence Medical Services (DMS) Global Medical Supportability Cell (GMSC). Medical Self Declaration Questionnaires must be completed for all spouses/civil partners and dependants. You should complete all sections of the medical screening questionnaire prior to submitting it to the GMSC/DPG. In addition, it may be a requirement for medical cover for dependants who will be visiting only in the school holidays e.g. those children who currently attend Boarding School. This differs from country to country. Specific requirements should be confirmed with the medical authorities in the country of destination.

3. On completion, the questionnaire must be submitted to GMSC. If any medical or welfare issues are highlighted, GMSC will contact you for further information. The completed questionnaire(s) must be sent as soon as possible but no later than two months prior to travel to allow sufficient time for your history to be reviewed.

4. Current/Ongoing Medical Treatment

If you or your children are currently on any course of medical treatment, outpatient review, waiting list or rehabilitation, it is essential that you ask your doctor to provide you with a report to pass to the doctor in your future overseas station. If you are on a course of prescription medicine, you should ask for an additional three-month supply in case of difficulty or delay in ordering suitable medication at your future location.

5. Dental Treatment

Standards of dental treatment may vary considerably in overseas; locations and occasionally may not meet that of the NHS or a UK private practice. You are strongly advised to arrange for dental check-ups for all your dependants, with sufficient time to complete any subsequent treatment prior to the date of your travel.

6. Immunisation

Please be aware that many overseas locations are in environments that could potentially expose you to a greater risk of illness or disease than the UK. Previous vaccination history, age, geography, local travel, standard of accommodation and lifestyle are all factors that should be considered when you seek advice about vaccinations. You should contact your GP Surgery as soon as possible to arrange any additional vaccinations. Please be aware that vaccinations are not always immediately available and may need booking in advance, so this must be done early. Further advice is available from NaTHNaC (The National Travel Health Network and Centre).

7. Reimbursement of Fees in Support of Medical Examinations

Fees incurred for medical examinations, or vaccination requirements in association with your posting, can be re-claimed through JPA. You may also wish to consider applying for an Advance of Pay to cover these fees; advice should be sought via your UPO or Unit Admin office.

8. Expectant Mothers

a. Under normal circumstances, pregnant women may travel by air without special precautions up to four weeks prior to the date of confinement (considered the 36th week of pregnancy) provided that:

(1) There is no history of significant bleeding at any stage of pregnancy.

(2) There is no history to suggest that premature onset of labour is likely.

b. A doctor's letter is required for all women travelling between the 28th and 36th week, confirming the estimated date of delivery and that the above criteria have been met. Travel after the 36th week of pregnancy will only be permitted in exceptional circumstances and the Families Section should be contacted for further advice in this instance.

c. For twin pregnancies, expectant mothers will not be permitted to travel as an ordinary passenger after the end of the 32nd week.

APPENDIX 2 TO ANNEX 59C

SECURITY CLEARANCE CERTIFICATE APPLICATION FORM (Revised 07/08) SYVETT-003A / SC

This notification is to inform you that SC is required for:

Surname	
Forename	
Rank	
Service No	
Date of Birth	
Date SC Clearance Required By	
Assignment Requiring Clearance	*Unit:* *and* *Assignment Title:*
Initial SC or SC Review	
SC Subject's Current Location	
Any other information that you think may be useful to the vetting authorities	
Requesting Career Manager's Name	
Branch	
Room Number	
Telephone Number	

This form must now be sent electronically to SyVett at: NAVY PSYA-SYVETT

MOD Form Barcode:_____
(for SyVett action)

APPENDIX 3 TO ANNEX 59C

ATTACHE AND DEFENCE ADVISER POSTS - AIDE MEMOIRE FOR ASSIGNING AND NOMINATION BRIEF

1. Assigning Check List

a. **Career Manager.**

(1) Checks nationality qualifications of officer and their spouse.

(2) Checks medical and dental fitness of officer and requests medical screening of dependants (Appendix 1 to Annex 59C).

(3) Seeks PSyA opinion on officer's suitability for diplomatic security clearance and initiates application for DV clearance (if not already held by officer or if clearance expires during period of assignment (Para 5805)).

b. **NAVY PSyA.** Gives opinion of officer's suitability for diplomatic security clearance either immediately or on completion of the DV clearance process, whichever is appropriate(Para 5805).

c. **Career Manager.**

(1) Nominates officer to Defence Engagement Strategy – Overseas Support (DE-STRAT-OS) using format on CAPPS web page.

(2) Requests DE STRAT-OS staff arrange clearance of nomination within MOD and ACDS(ISP) as appropriate and diplomatic security clearance with FCO.

d. **DE STRAT-OS.** Notifies CM of acceptance of nomination by MOD/ACDS(ISP) staff and details training and briefing requirements.

e. **Career Manager.** Issues assignment for briefing and training.

f. **DE STRAT-OS.** Notifies CM of FCO Approval (Head of Mission approval and FCO Security clearance).

g. **Career Manager.** Assigns to post itself no more than three months before effective date (Para 6106).

2. Nomination Information

a. **Nomination and Training Dates.** Training packages for Attachés are carefully tailored and contain little flexibility. Of late programmes have become more complex and greater use has had to be made of fixed date courses. Additionally, Heads of Mission have indicated a need for earlier nomination for approval. It is therefore crucial that the nomination and training dates are strictly adhered to. Before Attaché training can start DE STRAT-OS staff must have details of the nominated officer so that the necessary clearances can be obtained from within MOD and then, through the Foreign and Commonwealth Office, from the receiving Ambassador or High Commissioner.

b. **Nomination Date.** Clearance of Service nominations for attaché assignments through MOD and FCO usually requires a minimum of three months. It is therefore vital that nominations are made by or during the month indicated in the CAPPS Book.

c. **Intro-Training Date.** Whilst many threads to attaché training programmes may be common, the preparation path for each assignment is unique. Many of the training opportunities, which are out of DE STRAT-OS Staff's control, are held on fixed dates. Moreover, some language training provided by DSL is also limited to fixed course dates. It is therefore vital that officers are released for attaché training in accordance with the information provided in the CAPPS book and in the DE STRAT-OS nomination letter. Any delay will inevitably result in significant delay to the date of arrival in post.

d. **Career Briefs.** Details of nominees for attaché posts should be comprehensive and tailored to the specific skills sought by the assignment job specification. Career briefs should not dwell unduly on early career; instead, a candidate's performance and qualities demonstrated over their more recent assignments are of greater value to the approving authorities - particularly the Head of Mission. In addition to high personal qualities, the general experience sought of a nominee includes a wide service background, joint service experience or training (such as JSDC or psc(j)) and a wide knowledge of broader single service operations and tactics. For attachés going to singleton Defence Attaché posts, nominees are often sought who have experience of the other Services' activities. Experience of a major command HQ or of Whitehall is an advantage and, increasingly, budget experience is also valuable. It is essential that the nomination includes, if appropriate, the nationality of spouse and the dates of birth of dependent children, particularly those intending to reside in country.

e. **Security Clearance.** Attachés are required to hold a DV security clearance prior to DE STRAT-OS Staff briefings and the attaché training at the Defence Intelligence Security Centre (DISC) at Chicksands. For nominees who already hold a clearance, the DV must be valid for the entire length of their tour. To allow for any extensions in post, an attaché should have a DV with at least four years to run on assignment. For residential posts, normal single-service clearance procedures are followed immediately by an FCO security department clearance. The FCO element must be completed at least 3 months before the attaché travels to post. The FCO continues to require the files for attachés who have a DV clearance that will run beyond their expected date of return. Letters of nomination to DE STRAT-OS Staff should include confirmation that, where necessary, priority DV and FCO security clearance has been set in train.

f. **Confidentiality of Assignments.** Crucial to the success of nominations is the approval of the nominee's future Ambassador or High Commissioner (Head of Mission). Until that Head of Mission approval is given, a nominee remains very much a proposal for an assignment. Heads of Mission have been known to reject a proposed attaché; in such cases MOD has been required to choose another officer. Career Managers must stress to officers who have been identified for an attaché post that until the Head of Mission has given their approval the officer's selection remains merely a proposal. Attachés' designate must not reveal their nomination and must not contact the officer they expect to replace until the Head of Mission approval is given. DE STRAT-OS Staff will formally notify a nominee of their successful nomination and advise the officer when they may write to the Ambassador or High Commissioner as well as to the incumbent. Even after Head of Mission approval is given, the timing of notification to the host nation of the new attaché remains firmly the responsibility of the Head of Mission. For this reason, nominees are reminded to keep news of their successful selection on a need to know basis until the incumbent advises that the host nation has been informed. Nominees should also be reminded that telephone lines into posts overseas are not secure; calls to incumbents should be made with this very much in mind.

g. **Tour Lengths.** A nomination for an attaché post should include a clear statement on the length of tour the officer will serve. The normal tour is for a minimum of three years and most Heads of Mission expect their attachés to serve at least this period. For attachés who are expected to serve less than three years, DE STRAT-OS Staff should be consulted before an individual is nominated - particularly if their retirement date from the Service will prevent a full three year tour being completed. Precise notification of expected tour length will also help the maintenance of an accurate Forecast Relief List.

h. **Language Training.** The major training element which drives the date due for training with DE STRAT-OS Staff is language training (LT). Where posts require LT aptitude tests a note (LT Req'd) is made in the remarks column of the list. In particular, Moscow due date for training is substantially influenced by the 18 months LT necessary for non-Russian speakers to achieve the post requirement. Russian LT is undertaken at Beaconsfield and starts each year in September. Details of the nominated officer are required by DE STRAT-OS Staff at least 12 months before the start of the course.

i. **Queries.** Queries regarding the procedures for nomination, approval and preparation of Service attachés and advisers should be addressed to DE STRAT-OS desk officer for preparation and training on (020 721) 9621 82053/8715.

APPENDIX 4 TO ANNEX 59C

CONSENT TO DISCUSS MEDICAL INFORMATION

1. Defence Primary Healthcare (DPHC) has made an assessment of your medical suitability for service overseas and has recommended that your assignment is not confirmed. You have unsuccessfully appealed this decision to DPHC, and the next stage is for a review within the Directorate of People and Training.

2. In order to investigate this appeal and form a recommendation to the Head of Navy Career Management it will be necessary for your case to be discussed by:

a. Head, Navy Career Management;

b. Assistant Head, Specialist Health Advisor - a Medical Officer;

c. Your SO1 Career Manager;

d. SO1 Employment Law.

3. Medical details will only be discussed between Medical Officers as much as is possible. They will only access those records which are necessary to inform the decision-making process and all personnel will keep any information gained confidential. You do not have to grant permission for medical information to be shared, but without permission the investigation of your appeal will be limited, and the outcome may be affected.

4. By completing and signing this form, you are granting permission for your medical details to be accessed and discussed. You also grant permission for the Medical Officers above to speak to, and obtain medical information from, individuals who have been involved in making the original decision and any specialists involved in your care.

Name of Service Person/Dependent: .....

Rank/Rate (if appropriate): .....

Date: .....

When complete this form is to be retained in the Electronic Personal File

ANNEX 59D

ROYAL NAVY AUGMENTATION POLICY

1. Introduction

a. Augmentation is the process by which Suitably Qualified and Experienced Personnel (SQEP) are selected, trained and deployed to meet additional high priority workforce requirements in support of operations, exercises and events outside of the declared Defence and Navy Plans. The augmentation process is managed through Deputy Director People Delivery (DDPD) People Operations (POps).

b. The generation of Individual Augmentees (IAs) to service a non-workforce driving requirement is not a 'free resource'. Collectively, it impacts planned business output, generates uncertainty and creates instability within the personnel arena. Whilst the cost to the demanding organisation is often minimal, the effect, particularly in the context of today's lean organisational structures, is considerable.

c. In providing personnel for high priority Defence tasking, care must be taken to ensure that churn and uncertainty to the individual is reduced as well as minimising impact to Royal Navy outputs. Therefore, internal redeployment within 2* Directorates and the use of formed units, particularly those held at readiness, should be considered before IA.

d. The Defence Individual Augmentation Policy (DIAP) is the authoritative policy for Individual Augmentation and takes precedence over Naval policy. The Royal Navy Individual Augmentation Policy (RNIAP) provides single Service amplification to support the DIAP.

2. Aim. The aim of the RNIAP is to set out the principles for the redeployment of Naval personnel to meet additional personnel demands in support of operations, UK resilience tasks, exercises, trials and events (including ceremonial events). Additionally, it clarifies the definitive direction concerning funding and the individual phases of the augmentation process. The procedures for dealing with Personnel OPDEFs, Non-Operational Workforce Deficiencies (NOWDs) and PERREQ procedures are contained at Para 5948.

3. Definitions and Principles

a. **Force Generation.** Force Generation is the process of providing suitably trained and equipped forces and their means of deployment, sustainment and recovery to meet current and emergent tasks, within required readiness and preparation times (as detailed at para.7).

b. **Force Sensing.** Force Sensing (FSen) is the process of understanding the likelihood of being able to generate an IA and the associated impact to the donating organisation. Force Sensing follows the process at para.7 up to the point of nominating an individual and completing the trawl process. While FSen doesn't immediately result in an organisation losing an individual, it does introduce organisational and personal disruption and is therefore only used when absolutely necessary.

c. **Augmentation.** Augmentation is an element of Force Generation and is the temporary re-deployment of individuals, either from within liability driving positions (regulars) or from mobilised Reserves[1] to wherever they are needed to meet directed operational Military Tasks, Exercises[2] and Events[3] that cannot be achieved within peacetime establishments. It may include the re-distribution of individuals brought together to form an ad-hoc unit/sub-unit or the forming or reinforcing of regular units with reserves. Augmentation specifically excludes the planned or unplanned deployment or re-redeployment of a formed unit/sub-unit or the planned formation of a composite unit/sub-unit of individuals for their crisis role[4]. There are two main types of Augmentation: Above the Line (AtL) and Below the Line (BtL).

(1) AtL augmentation is the process of filling MoD-directed positions above funded personnel levels and is non-discretionary. The IA demand is validated, authorised and directed by the Defence Single Tasking Authority (DSTA) IA cell when essential to a Defence output and is in addition to the Defence Board endorsed liability for each sS/TLB for an operation of task.

(2) BtL augmentation refers to an internal Navy TLB augmentation request where redeployment of personnel is needed between 2* Directorates or requested between TLBs, via the DSTA RNLO, but the demand is not endorsed by MoD.

d. These common principles can be broadly applied to the following Naval augmentation requirements:

(1) Force Generation for Operations.

(2) Short Notice Operational Commitments.

(3) Crisis Augmentation Lists (CALs).

(4) Exercises, Trials and Events.

(5) Royal Marine Additional Resource Table.

(6) Short Term Training Teams.

[1] Reserves may be either volunteer or regular reserve.
[2] Exercises, as a means of preparing for operations, are included in this definition.
[3] Events are included in the definition of augmentation but are addressed Below the Line (BtL) unless endorsed by DCDS(MSO) or where they are a specific MT/Op Task.
[4] A separate element of Force Generation, which particularly pertains to reservists, mainly of a specialist nature (e.g. Volunteer Field Hospitals).

4. Responsibilities

a. Central co-ordination of the Defence Augmentee Requirement, including Resilience Planning (RP), Operations and Exercises will be endorsed by ACDS (Ops & Cts), through the DSTA[5] within Defence Security, Policy and Operations (SPO)[6], before being passed to single-Service authorities. This requirement will be AtL, is non-discretionary and Defence mandated.

b. The DIAP mandates that augmentation is managed through the Services' Principal Personnel Officers (PPO), who are responsible for providing personnel from within their TLB (may be personnel from other sS assigned into the TLB). Only in exceptional circumstances can a sS trawl their personnel assigned into a different TLB[7].

(1) 2SL, as the Naval PPO, has pan-Naval Service responsibility for augmentation issues, which is delegated through Dir P&T to DDPD and POps.

(2) Contentious augmentation issues and arbitration will be referred to DDPD or Dir P&T as appropriate

c. Pan Navy TLB commitments requiring augmentation which have no Joint involvement are managed by POps within DDPD on behalf of the Fleet Commander.

d. Navy Healthcare within Dir P&T will advise on medical personnel augmentation requirements and COMOPS DACOS N1 team will advise on all augmentation demands for intelligence/information exploitation (IX) expertise.

e. **Task Sponsor**. The Task Sponsor (TS) is the point of contact within an organisation or unit requiring the temporary uplift in personnel. They are responsible for articulating the requirement, including the production/update of the Operational Job Specification (OJS). The Statement of Requirement (SOR) which is the method of requesting AtL augmentees or Augmentation Requirement Document (ARD) for BtL demand must state why resource cannot be re-apportioned from within the sponsor's area.

f **Authorised Demanders.** Specific Authorised Demanders (AD) for Navy TLB BtL augmentation, have the authority to endorse an augmentation requirement using the ARD process (templates at Appendices 2 & 3), to resource personnel for augmentation are as follows:

(1) **Navy Commitments (COMOPS and CSF).** The primary AD for BtL activity from within the Naval Service. These tasks are predominantly Navy 'discretionary' in nature.

(2) **Naval Staff.** STRATPOL, through COS DSP for the creation and endorsement of augmentation demands (BtL) which are considered strategically significant enough to warrant IA support.

[5] The functions and liaison authority of the Defence Single Tasking Authority are detailed in the DIAP.
[6] Formerly Operations Directorate.
[7] FULLCMD trawls across other TLBs are by the sole authorisation of the DSTA only.

(3) **RN Domestic Engagement Team (RNDET).** The AD for all UK based Defence Augmentation Other Than Operations (DAOTO) and Royal Navy in the Public Eye (RNIPE) BtL events. This does not include other augmentation requests such as planning officers for events, which should be processed through the demanding 2* Directorate.

(4) **Director General Defence Safety Authority (DG DSA).** TS and AD for Service Inquiries.

(5) **RN Safety Centre.** TS and AD for Fleet Commander Service Investigations or Unit Investigations that require augmentation.

g. **Requirements Approver (RA).** 2* Directorates are not formal Authorised Demanders but can request BtL augmentation through the ARD process, endorsed by an RA (minimum of OF5 level), providing the correct justification and funding is presented together with the evidence that the SQEP is not available within their own Directorate.

5. Requesting Augmentees

a. **AtL.** AtL augmentation is directed by DSTA using the processes in DIAP, is Defence mandated and non-discretionary. The demanding organisation will provide an OJS which will be verified and approved by DSTA before being apportioned to the sS according to SQEP availability guided by pre-determined ratios[8] (RN apportionment of total IA demand is ca.20%). This also applies to Tier 2+ and above exercises, which will be submitted by UKSTRATCOM JOINT WARFARE (or JTEPS for Ex JOINT WARRIOR) to DSTA for augmentation.

b. **BtL Considerations.** Any BtL IA request must be fully considered in accordance with the following:

(1) Does the requirement fit within the RN Command Plan, Exercise Plan and/or Strategic Workforce Priorities?

(2) Can the required military effect be delivered through an alternative solution or an established process such as via the WfMG?

(3) What is the wider Defence impact of not resourcing the augmentation demand?

(4) Do the implied benefits outweigh the impact of redeployment of RN personnel in other 2* Directorates?

(5) Is the augmentation resource requirement proportionate to deliver the task?

[8] Current (2023) apportionment ratios are: 50% Army, 20% RN, 20% RAF, 10% UKStratCom

(6) Is the request retention positive: does it offer branch sustainability opportunities and is it outside of pinch point cadres?

(7) Can the demand be reasonably be met from within the generating 2* area?

c. **BtL Submission.** A request for BtL augmentation is to be submitted to POps by a TS using the Augmentation Requirement Document (ARD) found at Appendix 2 (Operations & Exercises) and Appendix 3 (Events). This must articulate why the personnel cannot be supplied from within the requesting 2* Directorate, and the likely impact to the activity if personnel are not provided. It is to be accompanied by an Operational Job Specification (OJS) for each position. Once complete, the TS submits the ARD to a RA within their 2* Directorate. The RA provides appropriate scrutiny and justification that the requirement is set at the minimum level to fulfil the demand. A funding source (UIN) is to be identified and then the ARD is passed to POps. Where possible the Maritime Reserves will be used to fill Augmentation positions but mobilisation costs will need to be covered by the demander.

d. **Timelines.** All augmentation requests are to adhere to the following timelines. Any that do not will be considered at ‘best effort’ only and may be rejected entirely due to missed timelines.

(1) AtL augmentation will adhere to the timelines and requirements directed in the DIAP. This may include urgent augmentation required at very short notice which will be approved at the appropriate level within ACDS Commitments (DSTA).

(2) Exercises and Events (BtL), and major deployments (e.g. CSG, LRG) must be submitted no less than 6 months in advance. Where possible, all augmentees are to be nominated no less than 6 weeks before the exercises or event, and joining instructions are to be issued by the TS no less than 4 weeks before the exercise or event.

(3) Time critical BtL augmentation requested by ADs may be submitted within these timelines however any submission at less than 110 days will be subject to approval by POps Hd.

(4) Other BtL augmentation should be submitted with at least 110 days' notice (10 days for POps scrutiny, adjustment and approval, 10 days to identify an individual, 90 days for individual to prepare for augmentation).

e. **Defence Activity Other Than Operations (DAOTO).** RNDET for all non-operational events and commitments, including RNIPE and ceremonial.

f. **Resilience.** Navy COMOPS N5 Homeland will co-ordinate requirements for UK resilience operations/MACA demands. Contentious issues will be referred up the Chain-of-Command, ultimately to Fleet Commander.

6. Endorsing Augmentation Requests

a. Defence directed AtL demands received from DSTA will proceed directly to FGen.

b. All other BtL demands will be considered for endorsement by the Authorised Approver, POps Hd but may be subject to adjustment following dialogue between POps and the AD. Decisions to support BtL demands will be based on a number of factors, including but not limited to:

(1) Timelines.

(2) Availability of SQEP across the RN, and impact of loss to donor 2* Directorates.

(3) Impact of not fulfilling task.

(4) Priority of requested task against RN and Defence priorities.

7. Generating Augmentees for Operations and other Specific Demands

a. Once endorsed, POps will identify personnel to be generated against the demand (following the flowchart process at Appendix 1) in one of the following ways:

(1) An FSen process.

(2) Identification and assignment of an individual for the role through Career Management if appropriate timelines can be achieved[9]. Guidance for Career Managers filling IA posts can be found at Appendix 7.

(3) Identification and employment of volunteers if sufficient time allows.[10]

b. **Force Sense.** An FSen is used to identify SQEP within a 2* area and assess the likelihood of being able to generate an IA against the associated impact to the donating organisation. An FSen will follow some or all of the following process depending on the circumstances:

(1) Determining the presence of SQEP in an organisation, achieved through the use of JPA and related systems.

(2) Investigating the availability or likely impact of removal of SQEP from an organisation. This may be achieved through discussion with Career Managers, the organisation's Chain of Command, or consultation with subject matter experts.

[9] Timelines will usually require POps to fill the first rotation of a post but generation will be passed to Career Managers for follow on rotations wherever possible.
[10] As long as the process of seeking volunteers does not significantly increase the overall FSen timeline were a volunteer not forthcoming

(3) Identifying the specific penalty of the removal of specified individuals from their organisations through request and submission of PSRs iaw Appendix 8.

c. The FSen process will require 2* Directorates to generate PSRs via the appropriate 2* Workforce Management Groups (WfMGs). The 2* WfMG will be required to submit one PSR for the lowest impact eligible individual within their Directorate. Such individual must meet the SQEP required for the demand iaw the OJS and be able in all respects to carry out the task, including being appropriately medically employable, not breaching SWDC restrictions, and not presenting with any critical N1 issues that would preclude employment.

d. For a BtL task, the requesting 2* Directorate may also be engaged for a PSR. This will provide a comparator of the relative impacts to both the *demanding* and *donor* organisations. If the FSen indicates that the demand can be serviced then the same PSR will be used for the potential IA.

e. Unless a Supported Volunteer is identified POps will arbitrate between 2* Directorates' PSRs to determine the least impact[11] solution overall.

f. On selection of a least impact PSR, the selected individual will either commence FGen (BtL or AtL apportioned to the RN) or have their PSR put forward to DSTA for consideration (AtL where multiple services are trawled, or impact is so significant it may override the task requirement). 2* Directorates that provided PSRs will be informed when they are stood down or selected accordingly.

g. Once the individual has been directed to FGen an IA, they will be provided the TS's details to seek Joining Instructions and the selectee will be required to load on to Pre-Deployment Training (PDT) as required, through engagement with the Royal Navy Pre Deployment Training Mounting Centre (RNPDTMC)[12].

8. Generating Augmentees for Exercises and Events

a. **Initial Generation.** Where possible the demand for exercises and events will be offered initially to the Maritime Reserves (MR) and volunteers sought using SCIO or through WfMGs.

b. **Volunteers.** Volunteering opportunities may be advertised on the RN Intranet and via the MyNavy app; individuals can register their volunteer status in their SCIO profile via MyNavy App. Volunteers are to seek approval from their Line Management to be released for this duty. Once a volunteer has been confirmed for an augmentation task this constitutes a duty and the individual cannot withdraw without significant reason. In most cases, where a volunteer must be removed, the parent unit will be required to find a replacement.

c. **Trawls.** Following returns for MR and 2* WfMGs for volunteers, any extant positions will be trawled for iaw the trawl process outlined for Operations in Para 7.

[11] Professional and personal considerations
[12] Details of PDT currently contained in 2022DIN07-106.

d. **Large Events.** For events requiring large numbers with broad SQEP requirements (e.g. for major ceremonial events), 2* WfMGs will be apportioned a number of personnel depending on their Directorate's size to generate towards this demand. This is to reduce the administrative burden of conducting a PSR-led trawl for every position. This group of personnel at readiness will be known as the Naval Ceremonial Guard (NCG) with details for generation and CONEMP promulgated by RNTM.

e. **Joining/Administrative Instructions.** All administration for the exercise, including the distribution of Joining/Administrative Instructions, is the responsibility of the Task Sponsor. To ensure that information is being received correctly, it is essential that demanders ensure that nominated IAs are in full receipt of, and have acknowledged, all instructions.

9. Feedback

After any period of augmentation, POps may send an online questionnaire to the augmentee. This information is used to ensure that demanders are correctly employing IAs, that administration and divisional responsibilities are being properly executed. Where POps considers it necessary, often in the case of recurring exercise demands, a demander will be informed of the results of the questionnaire.

10. Planned Augmentation (Crisis Augmentation Lists)

a. Crisis Augmentation Lists are identified, defined and validated lists of positions to augment strategic or operational organisations[13] and can be activated in response to a pre-planned contingency task or during a crisis. They are directed and validated by DSTA in the DIAP and maintained by single Services. Each position on the CAL will have a prescribed Notice to Move. The wo types of CALs are as follows:

(1) **@R1-3.** Those positions @R3 readiness (10 days' notice) or higher will be attributed to specified personnel through formal assignment, management through units or 2* WfMGs[14]. This dual assignment or unit allocation may require a training/induction commitment iaw their OJS[15], and may be exercised by the receiving organisation by up to 21 days per year.

(2) **@R4-5.** Those positions at R4 readiness (20 days' notice) do not require named personnel and a trawl will be undertaken to identify individuals with correct qualifications and skills at the time of activation or reduction in readiness timeline.

b. Personnel held @R3 should not be impacted in their normal work or leave routine by this requirement. Personnel held @R1-2 are to remain within appropriate recall distance unless alternative arrangements have been made, i.e. a SQEP stand-in has been nominated.

[13] DCMC, PJHQ, SJFHQ, JFHQ, SJFLogC, SJC, JCCC, Head Office.
[14] DIAP requires @R2 and above SP to be formally allocated to the CAL; RN policy is to extend this to those @R3 posts that have a major PDT requirement based on lessons identified when activating CAL positions (difficulty in achieving PDT within required timescales).
[15] This may include but not be limited to up to 4 weeks of PDT, HQ briefs and inductions, applications for STRAP and HQ passes.

11. Funding

a. **Funding Principle.** All costs associated with Augmentation are to be identified and approved by the Demander (AtL, iaw the DIAP) or TS (BtL)) In some instances, specific costs may be reimbursed from HM Treasury, i.e. MACA tasking – it is the responsibility of the Demander or TS to arrange this reimbursement. Consideration is to be given to the full range of costs the augmentation may incur. RN Augmentation Funding policy is derived from the DIAP; funding will be determined as follows:

(1) Capitation - Donor sS (AtL)/Costs lie where they fall (BtL).

(2) T&S for pre-deployment training, event/ceremonial training, and to reporting location or departure from UK location - Donor unit.

(3) Generic pre-deployment training (RNPDTMC) - RNPDTMC.

(4) Non-standard pre-deployment training[16] - Demander/ TS.

(5) Net additional costs post reporting (including travel costs outside UK) - Demander/TS.

b. **Mobilised Reservists.** All costs associated with the mobilisation of the Maritime Reserve must be pre-approved. Maritime Reserves HQ can advise on the use of Reservists for augmentation.

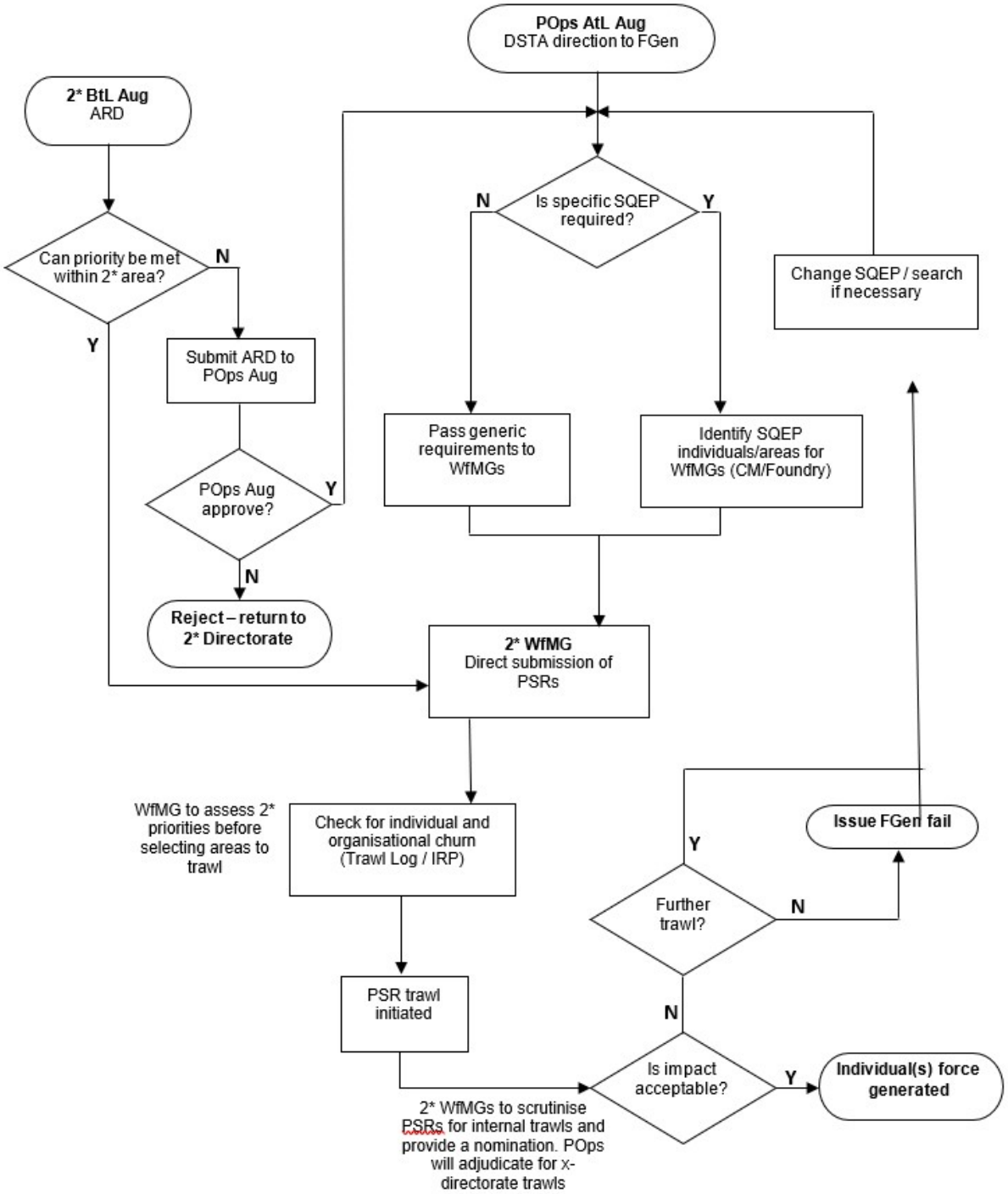
c. **NATO Operations and Exercises.** Contributing nations pay for all costs associated with NATO operations and exercises.

d. **MACA.** Funding for MACA tasking is determined in accordance with JDP 02 and the funding mechanism will be specified at the point of generation. Full or Marginal costs[17] may be recovered with specific direction being included in the Activation Order issued by DSTA.

[16] Specialist PDT not covered by JTR 1-15
[17] Full costs (including SP capitation) can be recovered for pre-planned operations. Marginal costs (RLS, fuel etc) are appropriate in dynamic situations such as the response to flooding.

APPENDIX 1 TO ANNEX 59D

AUGMENTATION FLOWCHART



APPENDIX 2 TO ANNEX 59D

AUGMENTATION REQUIREMENT DOCUMENT (OPERATIONS AND EXERCISES)

To be completed by Task Sponsor and Authorised Demander prior to submission to People Ops Augmentation.

Operation/Exercise/ Trial Name			
Start Date (Inclusive of PDT / Training)		**End Date** (Inclusive of Leave / Recovery)	
Task Sponsor (Organisation & 2* Area)		**Task Sponsor Named Point of Contact**	
Date Request Submitted		**Tel**	
Context/Background An overview of the Operation / Exercise and why Individual Augmentation is required. Supporting documentation may be submitted with this form.			
Justification To include: Why unable to meet demand from within TS' own organisation or wider 2* area Breakdown of T&S Costs. If this request is being submitted outside of the minimum timelines for the provision of augmentation (iaw BRd3), the TS is to provide reasons for this.			
Impact if Augmentation Request not met To include mitigating actions considered should augmentation not be provided.			

Operation/Exercise Personnel Requirement Task Sponsor to complete Pers Ops Augmentation Exercises spreadsheet for all IA Exercise demands. Job Specs <u>must</u> be provided for each position requested when submitting this ARD.	OF4+	*e.g. 1 x OF4 Any (with required adquals)*	
	OF3	*e.g. 1 x OF3 WAR PWO(BWC) / 1 x OF3 RMLC*	
	OF1-2	*e.g. 1 x OF1 Any (French Linguist)*	
	OR8-9	*e.g. 1 x OR9 ET(WE) (with required adquals)*	
	OR6-7	*e.g. 3 x OR6/7 LOGS SC / 2 x OR6 Any*	
	OR3-4	*e.g. 4 x OR4 ET CIS / 2 x OR4 Any*	
	OR2	*e.g. 48 x OR2 Any / 5 x OR2/OR4 LOGS CH*	
Funding Task Sponsor to specify UIN to be used for all additional costs to the activity, and gain authority from that budget holder.			
Task Sponsor Authorising Officer		**Date**	
Task Sponsor sends ARD to 2* Area Requesting Authority (OF5+)			
Comments/Decisions by Requesting Authority To include: Full Cost Benefit Analysis specifically stating the implications to the receiving unit of not achieving the demand. *NB. Requesting Authority approval does not imply that the task will be met, but ensures it is policy compliant.*	*(e.g. This task does/does not meet Defence or Naval Service Strategic Aims and is therefore Approved/Not Approved for augmentation.)*		
Authorising Officer (OF5 or above)		**Date**	
Once RA section complete - Task Sponsor sends ARD to People Ops Augmentation			
Authority to Augment – held by People Ops Hd.			
People Ops Hd		**Date**	

APPENDIX 3 TO ANNEX 59D

AUGMENTATION REQUIREMENT DOCUMENT (EVENTS)

To be completed by Task Sponsor and Authorised Demander prior to submission to People Ops Augmentation

Event Name			
Start Date (Inclusive of Training)		**End Date** (Inclusive of Leave / Recovery)	
Task Sponsor (Organisation & 2* Area)		**Task Sponsor Named Point of Contact**	
Date Request Submitted		**Tel**	
Context/Background To include: An overview of the Event and why Individual Augmentation is required. Supporting documentation may be submitted with this form. Where applicable, Task Sponsor (TS) to confirm they have consulted with RN SCTO and/or RM 1st Drill[1] regarding the composition of ceremonial personnel and training requirements.			
Justification To include: Why unable to meet demand from within TS' own organisation or wider 2* area Breakdown of T&S Costs. If this request is being submitted outside of the minimum timelines for the provision of augmentation (iaw BRd3), the TS is to provide reasons for this.			
Impact if Augmentation Request not met **To include mitigating actions considered should augmentation not be provided.**			

[1] RN State Ceremonial Training Officer - NAVY OP TRG-CWD EXEC SCTO - RM 1st Drill - NAVY TRG CTCRM-SW DL WO1

Event Personnel Requirement To include: Specific breakdown of ranks/ratings required iaw RN SCTO's and/or RM 1st Drill's direction (where applicable). Exact numbers required on parade only. Spares are **not** to be included.	OF4+	*e.g. 3 x OF4 (Any) – Military Liaison Officers*	
	OF3	*e.g. 1 x OF3 RN - Guard Commander*	
	OF1-2	*e.g. 1 x LOGS OF1/2 RN - Admin Support*	
	OR8-9	*e.g. 1 x OR9 RM & 1 x OR9 RN (Ushers)*	
	OR6-7	*e.g. 2 x OR6/7 RN/RM (Path Liners)*	
	OR3-4	*e.g. 4 x OR4 RN (Colour Party)*	
	OR2	*e.g. 48 x OR2 RN (Ceremonial Guard)*	
Funding Task Sponsor to specify UIN to be used for all additional costs to the activity, and gain authority from that budget holder.			
Task Sponsor Authorising Officer		**Date**	
Task Sponsor sends ARD to RN SCTO and/or RM 1st Drill (where applicable)			
RN SCTO Comments Confirms Ceremonial personnel requirements iaw BR2 and dates, timings and location of training with TS.			
Authorising Officer		**Date**	
RM 1st Drill Comments Confirms Ceremonial personnel requirements iaw BR2 and dates, timings and location of training with TS.			
Authorising Officer		**Date**	
Task Sponsor sends ARD to 2* Area Requesting Authority (OF5+)			
Comments/Decisions by Requesting Authority To include the following: Full Cost Benefit Analysis specifically stating the implications to the receiving unit of not achieving the demand. *NB. Requesting Authority approval does not imply that the task will be met, but ensures it is policy compliant.*	*(e.g. This task does/does not meet Defence or Naval Service Strategic Aims and is therefore Approved/Not Approved for augmentation.)*		
Authorising Officer (OF5 or above)		**Date**	
Once RA section complete - Task Sponsor sends ARD to People Ops Augmentation			
Authority to Augment – held by People Ops Hd.			
People Ops Hd		**Date**	

APPENDIX 4 TO ANNEX 59D

OPERATIONAL JOB SPECIFICATION TEMPLATE

OPERATIONAL JOB SPECIFICATION (2022)			
To be completed in conjunction with Operational JS (2022) -Guidance Notes.			
OPERATION:		**LSN:**	
Post Location:		**JPA Hierarchy:** Cmd	
Unit/Org:		Admin	
Position Title:		**JPAN:**	
Rank/Rank Range:		**Assignment Length:**	
Security Clearance:		**Handover Period:**	
Requested Service:		**Reporting Chain:**	
Post E-mail:		1stRO	
Post Tel Number:		2ndRO	
Date Reviewed:		3rdRO	
Unit Role:			
Position Role:			
Responsibilities: **1.** **2.**			
Pre Appt/Deployment Trg: **Pre Appt/Deployment Briefings/Visits:**			
Gender of Incumbent:			
Domestic Considerations:			
Performance Attributes	**Priority Component Features**		
Education / Training	**Type**	**Pri**	**Comments**
Military Quals			
Other Quals/Competency			
Spec Pay Markers[1]			
Education			
Language			
Driving Requirements			
Experience			
Service/Arm/OGD			
Operational			
Staff			
Command			
Fields/Trades			
Environments			
Other			
Other Comments			
Auth by RO:	**Appt:**	**E-mail:**	**Date:**

[1] The insertion of Spec Pay Marker will not automatically result in qualification or receipt of pay/allowances.

APPENDIX 5 TO ANNEX 59D

OPERATIONAL JOB SPECIFICATION TEMPLATE GUIDANCE NOTES

1. The JS is critical in ensuring IAs are nominated to meet that post's requirements. JSs are to be accurate, current and articulate in a manner that can be understood by a tri-Service audience.

2. Security Classification. JSs should remain OFFICIAL; OFFICIAL-SENSITIVE or PROTECT can be used if appropriate.

3. Position Framework. To be completed by the IA TS:

Position Title	In full and as per the OET. Pending changes should be noted in 'Other Comments' at the bottom of the JS.
JPAN/ LSN	As per OET. LSN is to be included for all operational positions.
Unit	In full and as per the OET. Pending changes should be noted in 'Other Comments' at the bottom of the JS.
Date Approved	All Operational Job Specifications should be updated on a 6 monthly basis.
Location	Country, Town and Formation.
Approved By	Rank/ Grade and Post
Establishment Type	Operation
TLB	Of post
Establishment/OET Ref	In full, as laid out in the OET/ ACTORD
Rank/Grade	Required position. If position can/cannot be rank-ranged then this to be annotated.
UIN/SLIM/JPOA PID	In full
Service/ Type/ Arm	RN/Army/RAF/Rotational.
Incumbent	Current Incumbent
Exch/ NATO/ JSRL No	If required
E-mail	Military e-mail address for the post (not of the incumbent).
Phone Number	Post's desk phone number.
Manning Priority	Manning Priority of the position. (For Army, iaw Army Manning Priorities).
Security Clearance	SC/DV/Reserved/STRAP/NATO Secret/DBS etc.
Assignment Length	Length of the assignment in months.
Reporting Chain	Enter Single Arm/Service, Joint, Civilian, Mixed Service/Civilian or International.
1st RO	Appointment of the First Reporting Officer.
2nd RO	Appointment of the Second Reporting Officer.
3rd RO	By exception, appointment of the Third Reporting Officer.
Primary Career Field	Primary Career Field or trade that the position sits within ie. Def' Policy/Combat/Human Resources/Technical/Logistics (Army).

4. Unit and Position Responsibilities. To be completed by the IA demander:

Unit Role: Role or mission statement of the positions parent unit.
Position Role: A succinct and accurate statement of the position role. Avoid unfamiliar acronyms and terminology.
Responsibilities: A numbered list of the positions' main responsibilities, to a maximum of 8. Cover standing duties and tasks, enduring workstrands, position within the branch, describe liaison and interaction with other branches and HQs, and to what level. Note supervision of subordinates. Avoid unfamiliar acronyms and terminology. Responsibilities kept to 150 characters (including spaces) or less can be transferred directly into OJAR/SJARs.
Pre Appt/Deployment Trg: Detail and duration of any pre-employment training required in order to be qualified for this position including courses. Include detail on theatre-specific Individual Pre-Deployment Training requirements for operational tours.
Domestic Considerations: Detail on any pertinent domestic considerations regarding accompanied service, schooling, medical facilities, travel required, spouse's work restrictions, etc.

5. Performance Attributes. The demander should list the four most pertinent Performance Attributes qualified by one or two of the highest priority component features[1]. This will enable selection boards to use Performance Grades to identify those individuals most evidently possessing these attributes.

6. Education, Training and Experience. The demander must state the Education and Training qualifications that are required for the post and define the level of the requirement as Essential or Desirable. Experience that is required for the position should be prioritised as Essential or Desirable beside the relevant function Service / Arm / OGD / Operational / Staff / Command / Fields / Trades or Environments. Demanders should be aware of the dangers of being over-prescriptive or unrealistic. Some examples of Education/Training and Experience are listed below. Where possible education, training and experience annotations should be taken from the approved list of JPA Competencies. The 'Comments' box can be used to justify, or elaborate on, requirements.

Education/Training	Comments/Examples
Military Quals	RCDS / HCSC / JOTAC / BGPC / ICSC / ACSC / ATO / Para / MLAT, etc.
Other Quals/Competencies	Any other non-educational or trade qualifications.
Education	GCSE / MA / MSc / MPhil / MBA, etc.
Language	State any language requirements and the required level (1- Survival, 2 - Colloquial, 3 - Linguist, 4 - Interpreter), according to the Listening, Speaking, Reading, Writing functions, e.g. Spanish 4343.
Experience	
Service/Arm/OGD	State any requirement for experience working within a particular Service or with another Service/Arm/Other Governmental Department or for Service / cap badge / specialist balance within the branch.
Operational	State the requirement for operational experience generally or within a particular theatre or timeframe.
Staff	State the requirement for experience in a particular staff branch, unit or HQ e.g. MOD Main Building experience essential.
Command	State the requirement for experience in Command and which level, e.g. Sub-Unit, Unit, etc.

7. Other Comments. The 'Other Comments' box is an opportunity for an incumbent, employer, Reporting or Authorising officer to add any additional detail, predicted future work strands, nuances and general information in free text. It may also state requirements for deployments/travel, pending changes to the Establishment, a previous name of the position/branch or expected location moves during an incumbent's tenure. Competencies gained in the post should also be noted here.

8. Originator/Authorising Officer. JSs will be sent to the incumbent for drafting. They must then be checked by the individual with direct responsibility for overseeing the position, usually the 1st Reporting Officer, who will be the Originator. The JS must then be authorised for release by the 2nd Reporting Officer once they are content that it meets their requirements. Rank, appointment and contact details for the Originator and Authorising Officers must be included.

[1] JSP 757 Version 10.0 (Oct 12) – Tri-Service Guidance for Appraisal Reporting (Officers Paragraph 8.23, Other Ranks Paragraph 4.22).

APPENDIX 6 TO ANNEX 59D

YYYYMMDD-PSR_SHIP_PE_nn-yy_NAME -OSP

DDPD AUGMENTATION PERSONNEL SUPPORT REQUEST STATEMENT

This pro-forma **MUST** be used when responding to any trawl/request for personnel where professional and personal considerations are necessary to inform decision-making.

REQUEST[1]

Request Reference[2]			
Date Request Raised[3]		**Date(s) Required**	
Unit/Position/Line No.			
Job Description			

NOMINATION[4]

Name & Initials			
Rank/Rate		**Service No.**	
Parent Unit			
Job/Title in Parent Unit			
Volunteer (YES or NO)			
MEDCAT	**MFD / MLD / MND**	**JMES**	
Professional Considerations[5]			
Personal Considerations[6]			
Line Manager		**Rank/Rate**	
Contact No		**e-mail**	
Is there an open NS FPS welfare case?		**Do you give authority to discuss this with NS FPS?**	
Head of Department's Comments			
Name		**Rank/Rate**	

[1] To be completed by organisation authorised by DDPD to initiate trawl (ie. DDPD Pers Plans, s or CM).
[2] Name of operation, exercise, event as appropriate.
[3] Date request/trawl sent to supplying unit.
[4] One form per individual nominee. To be completed by the nominee's line manager in consultation with the individual.
[5] Impact on parent unit if nominee removed for duration of request. Dates of key activities/events to be included.
[6] Personal issues affected by removal from post for duration of request. Dates of key activities/events to be included. If none, must state "Nil".

Commanding Officer's Comments			
Name		**Rank/Rate**	

DECISION

CM/RCM Comments[7]			
Name		**Rank/Rate**	
Trawling Authorities Comments and Decision[8]			
Name		**Rank/Rate**	

[7] To include details of PFS breaches, recording of personal turbulence, and appropriate comments on assigning history (last 3 years).
[8] To be completed by organisation initiating trawl. To include decision/outcome of trawl. If the individual is used to fill the requested position, details of when they were informed **must** be included.

APPENDIX 7 TO ANNEX 59D

GUIDANCE FOR CAREER MANAGERS

1. Aim

This guidance provides additional detail on the processes and requirements for Career Managers to use whilst generating or assigning personnel for Individual Augmentation.

2. Operational Tour

a. A number of IAs are generated to meet enduring requirements for operations which are not suitable for permanent liability but require filling until further notice. These are recorded on the Operational Establishment Tables held by PJHQ.

b. Enduring OET IAs are delegated to an appropriate Career Manager (CM) and are to be managed in the same manner as regular RN workforce requirements, including PFS, noting that Defence Op IAs have priority over workforce requirements not assigned to operations.

c. CMs are to ensure they have consulted both JPA and the latest Operational Job Specification to ensure that the SQEP requirements are fully understood, given that not all SQEP is contained in JPA.

d. Dependent upon the theatre of operation, IAs will need to complete a visa application process or particularly long PDT. In some cases, this can take in excess of 5 months. CMs are to ensure that once an AO has been raised, the individual is provided contact information for the RNPDTMC and commences the visa application process as soon as practicable. Guidance notes and application forms are provided by the RNPDTMC.

e. Some posts are rotational between services. When assigning personnel to these posts, CMs are to confirm deployment and recovery dates with POps who can ensure that they remain aligned with the other services generating for the post.

f. CMs are to be cognisant of the ILA and POTL burden following an operational tour. POTL is accrued at the rate of one day per 9 calendar days deployed.

3. Follow-On Rotations

Most DSTA directed IA posts endure beyond 6 months, with an upper limit of 2 years which may then be extended by DSTA as required iaw the DIAP. Timelines do not usually permit the first individual moving into an IA post to be generated by CMs, however as most posts are filled in six month rotations, POps will pass the subsequent rotations of a post to CMs to fill. CMs are to fill these following the same principles as Operational Tours described above, but remining cognisant of the end date to the post.

4. FGen Fail

An FGen Fail occurs when the current or intended nominee for an IA post is unable to continue generating for that post. That may include an unexpected shortfall in SQEP (for example the cancellation of a planned course), a medical downgrade, a change in assignment caused by an emergent priority, or any other event which takes the individual off task. This includes if an already deployed individual is recovered off task, such as due to a medical emergency. In the event of an FGen Fail, CMs are to notify POps. Whilst CMs should seek a solution in the first instance, if a seamless fill cannot be found POps will be required to liaise with DSTA and the Requester to resolve the issue, which may result in POps led generation of an IA for the post. CMs are to be cognisant of the ILA and POTL burden following an operational tour. POTL is accrued at the rate of one day per nine calendar days deployed.

ANNEX 59E

ASSIGNING PROCESS FOR CAREER FIELD APPOINTMENTS POSITIONS

1. The CAPPS List

SO1 CAPPS maintains a record of all CAPPS positions, which is cross-referred to each position's JPA details. The following specific elements of the workbook should be noted:

a. **Rotational Positions.** The workbook contains all tri or bi-Service rotational positions, whether or not CAPPS. If a position is Branch specific its existence serves to trigger the desk assigning process.

b. **Attaché Positions.** The book contains all attaché positions which are CAPPS and/or rotational. It should be noted that attaché training, especially where language training is needed, can be very lengthy and these positions will often appear on the agenda well in advance of the normal 12 month target.

c. **Two-Branch CAPPS.** CAPPS positions which are open to only two branches, e.g. WRM or EL, should be resolved out of committee and the meeting informed of that resolution.

2. Filling CAPPS Positions

The officer requirement incorporates a CAPPS apportionment for each Branch and for every desk within the Branches. Career Managers (CMs) should monitor their contribution to filling CAPPS positions and assess their performance against their CAPPS apportionment to ensure their commitment is met. In pursuit of this aim, CMs should ensure their clients are aware of the broadening opportunities available on the CAPPS plot and should ensure these opportunities receive proper consideration as part of individual career management.

3. The CAPPS Bidding Process

CMs may register their interest in filling a CAPPS position at any time by e-mail to SO1 CAPPS, with a copy to their Branch Committee Member. There are two levels of interest: Interest and Bid. An Interest is non-binding and need not specify a name, whereas a Bid requires a name; successful bids are binding. Should an Interest remain static for a significant period, the relevant CM will be invited to convert it to a Bid or withdraw. Committee members should ensure that they have discussed CMs' requirements before the meetings and are able to represent their requirements in Committee where bids will be assessed and allocations made. Further details of this process are given below.

4. CAPPS Meetings

a. **General.** All matters relating to Common Assignments are managed through the CAPPS Committees. The committees meet five times per year. The Commanders' CAPPS Committee addresses all CAPPS open to officers of SO1 rank. The Lieutenants' CAPPS Committee addresses all CAPPS open to officers of SO2 rank and below. Committee members should establish Branch requirements with CMs 1-2 weeks before each meeting.

Committee membership is as follows:

(1) **Commanders' CAPPS.**
CM CAPPS-RES SO1 – Chairperson
CM ENG GS SO1
CM OF LOGS SO1
CM OF RM SO1
CM OF AIR SO1
CM OF WAR SO1

(2) **Lieutenants/Lieutenant Commanders' CAPPS.**
CM CAPPS-RES SO1 – Chairperson.
CM OF ENG SMSO2
CM OF LOGS SO2
CM OF RM1
CM OF RM2
CM OF WAR SMSO2

b. **The CAPPS List.** The CAPPS List is a dynamic document located on the shared Manage Common Appointments team site. SO1 CAPPS will produce a Priority List two weeks before the CAPPS meetings, which will show all UK CAPPS posts requiring a fill in the forthcoming months, LFS posts requiring a fill in the next 12 months and attaché posts with long training lead requirements. This will be posted to the CAPPS team site.

c. **Meetings.** At the meetings, SO1 CAPPS will update members on new information relating to any position in the workbook. Those positions on the agenda will be opened for bidding. If a single bid of a suitable officer is received, the position will be allocated. If multiple unresolved bids are received, SO1 CAPPS will set a date for examination of personal records, job specification, employer preference and any other relevant factors and will determine the best person for the job. All positions not bid for will be carried forward with any expressions of interest noted. All unallocated positions with FADs within six months of the meeting will be considered for filling through use of the Pain and Grief List (see Para 5).

d. **Position Meeting Actions.** On completion of the meeting, SO1 CAPPS will update the CAPPS information and save an archive copy. Once a position has been allocated, CMs should proceed with nominations in the normal way.

5. The Pain and Grief Process

The CAPPS process is dependent upon CMs making bids of officers to fill positions. Since SO1 CAPPS does not control or 'own' any personnel, the only way in which CAPPS positions can be filled without bids is through a Pain and Grief process. This process is designed to ensure that all possible workforce solutions are explored and personnel are provided to fill positions of the higher priorities first. The Pain and Grief process will be initiated as follows:

a. On completion of the CAPPS meeting, positions that do not have a designated fill will be discussed with Hd CM and, if deemed as being a strategic workforce priority, will be flagged as being 'Pain and Grief'. CMs will then be called to provide Pain and Grief for filling the post. CMs will normally be given a deadline of two weeks to consider possible workforce solutions.

b. If, after this period, there are still unresolved positions, then SO1 CAPPS will examine the audit figures to determine which assigning areas are not meeting their CAPPS allocation by Requirement. This analysis will take due account of any plot under-bearings against dedicated requirements.

c. The outcome of this analysis, together with the nature and priority of the positions concerned, will then be considered to determine which positions should be allocated to Branches 'by default' and which should ultimately be considered for gapping. Hd CM will be consulted on gapping action.

d. It may be necessary, on occasion, to require CM to provide non-volunteer nominations, together with a brief impact statement, for consideration.

e. The aim of this process is to ensure CAPPS Requirements are properly considered against the demand of the core plots, taking due account of workforce states, workforce priorities and an equitable share of gapping across the plots.

6. Advertising Positions and Confidentiality

Whilst the need to discuss CAPPS assignments with nominees is recognised, it is important that they do not make contact with the incumbent of the position without authority from the CM, and that no indication is given of who may fill the position prior to completion of the CAPPS process and the nomination being made.

7. Length of Assignments and Changes of Relief Date

Para 5926, Para 5927 and Para 5928 give guidance on the normal length of assignments in different employment areas. The FAD, once entered in the CAPPS book, should not be changed without consultation with SO1 CAPPS. In order to protect CMs from unexpected turbulence and short notice requirements, no changes to an FAD within six months of the planned date should be made without CAPPS Committee agreement through SO1 CAPPS. This agreement will be subject to the ability of a CM to find a relief within the new timescale. If this cannot be achieved then, as agreed by the CAPPS Committee, either the original FAD will stand or the incumbent's CM will be required to backfill.

8. Early Moves

It is sometimes necessary to bring an individual's FAD significantly forward. In such circumstances the tri-Service 'halfway rule' will apply. If the individual leaves position before completing half of their original assignment, their CM is responsible for identifying a replacement. If the move comes after the half-way point, the position returns to the CAPPS plot. In either case, the replacement would normally be expected to conduct a full tour of duty.

9. Use of Social Media

The widespread use of social media raises a risk of inadvertent reputational damage to the Royal Navy should inappropriate comments or images be posted. Despite a personal site having restricted access so that only those with approval may view the information it contains, security settings do not stop an approved user copying information to open sites. Any officer being considered for high profile Equerry, Outer Office or Flag Officer's personal staff positions will be subject to a background check to ensure that any social media sites used by the individual comply with RN regulations. This will take the form of the following:

a. Individual to be informed that there is a need to complete some background checks that include social media sites. Individual is to confirm whether they are content with this.

b. If they use social media sites, are they open or closed?

c. Is the individual aware of the published RN regulations (as previously promulgated in RNTM 062/14 and now published at Para 2152) Individual to be advised to purge their site of any pictures or comments that could be damaging to the RN's reputation.

Note. *Pictures or comments from closed sites can be copied by 'friends' to open sites.*

d. Individual to be asked to provide user name/non de plume.

e. CM to check user name/non de plume sites to confirm open or closed and, if open, that nothing of damage to the RN's reputation is on the site.

f. A record of the check being conducted (but not any material viewed during the check) is to be retained for the duration of the subject's assignment.

10. Special Considerations for Some Assignments

a. **Royal Household.** DS Sec will issue special instructions to the Service concerned when nominations are called for by the Royal Household. Potential candidates will normally be filtered by Deputy Director People Delivery (DDPD), Dir P&T and then 1SL before a final list of officers is forwarded to DS Sec for the Palace to consider. Nominations should use the format promulgated on the CAPPS team site.

b. **Cabinet Office.** The Cabinet Office insists that officers must be UK Nationals born of UK Nationals, and furthermore that their spouses/partners are also born of UK Nationals. PSyA holds records of this information and should be consulted when an officer is being selected for service in the Cabinet Office. All nomination matters should be progressed at the earliest possible opportunity and candidates will normally be filtered by DDPD and Dir P&T before forwarding to DS Sec. All candidates require special clearance and are interviewed in the Cabinet Office. JPA OAL entries should not specify to which section of the Cabinet Office the officer has been assigned.

c. **Outer Office.** DS Sec will issue instructions to the Service concerned when nominations are required to meet a demand from an outer office. A minimum of two candidates are normally required but where there is a competition between two or more Services, then a single candidate from each Service will be sufficient. Nominations for 3* and 4* Outer Offices will be filtered by DDPD and Dir P&T before forwarding to DS Sec.

d. **Attaché.** Many Attaché postings have specific requirements (particularly language training) and/or constraints (such as poor air quality, no confinement, no children at post, etc) which CMs and individuals need to consider before nominating to DE STRAT. Attaché nominations can take time to be approved by DE STRAT and the Foreign and Commonwealth Office (FCO), therefore an additional 3 months should be built into the nomination process to ensure the individual has sufficient notice of acceptance and to be prepared for training. Nominations are made, via SO1 CAPPS, by use of the DE STRAT Attaché CV proforma. Assignment Orders are not to be issued until formal approval is given by the FCO, and DE STRAT has issued the letter of notification.

e. **International Competitions.** If the opportunity arises to compete for a non-quota NATO, EU, EDA or UN post, a calling notice and Job Specification will be passed to DS Sec by DG Sec Pol. When called as directed by DG Sec Pol, nominations for non-quota positions are to be submitted on the relevant NATO/EU/UN formation. These nominations will be filtered by DDPD and Dir P&T before forwarding to UK MILREP, or DS Sec if otherwise directed.

f. **Timing.** Whilst short notice selections take place, nine months should normally be expected. DS Sec normally works to the following timetable:

(1) CM trawl submission of Career Briefs – two months.

(2) Interview and Selection – one month.

(3) Notice for assignment - six months.

g. **Rotational Assignments.** Most rotational assignments are not subject to competition and nominations should be made via the monthly CAPPS boarding process. Those relating to personal staffs, however, Royal Household, Ministers and Cabinet Offices are to be made through SO1 CAPPS using the relevant Career Brief format[1] available through the CAPPS team site. Detailed instructions for rotational assignments are laid down in JSP 755 Pt 1 Chapter 2.

[1] Three formats exist: Rotational Career Brief, Attaché Curriculum Vitae and the NATO/EU/UN Application Form.

ANNEX 59F

STAFF TRAINING

1. Staff Courses

Up to date information on all types of staff training can be found in the latest DIN or from the Defence Academy website. Brief details of the courses available and selection criteria are below.

a. Higher Command and Staff Course (HCSC).

(1) **Purpose.** The syllabus for HCSC focuses on the military-strategic and operational levels of conflict and the study of Operational Art, set in the wider strategic context. It concentrates on enduring principles rather than the requirements of a particular time or place. The main themes are:

(a) The evolving contemporary strategic context.

(b) Combined, joint and multi-agency operations, and cultural factors, both national and organisational.

(c) The classical elements and enduring tenets of Operational Art, and evolving thinking in operational design and management.

(d) The nature of High Command, and, more specifically, of the commander's role in campaigning - throughout the spectrum of conflict - together with a working knowledge of current and emerging support mechanisms.

(e) Component and functional operations and the achievement of synergy in their application.

(f) Campaign planning skills and decision making at the operational and military-strategic levels, both in warfighting and in operations other than war.

(g) The contribution of other Government departments in operations at the operational and military-strategic levels.

(h) Recent and evolving technological developments.

Throughout the course particular emphasis is placed on doctrine, future trends and threats, concepts and technology. Recent operational experience is analysed.

(2) **Administration**. The course takes place at the JSCSC, with one course per year running from January to April. Thirty students of the rank of Captain/Commodore or equivalent, senior staff from Civil Servant Departments, usually MOD, GCHQ and FCO, and certain foreign countries are chosen to attend. The Royal Navy has six places per course. Graduates of the College are awarded the post nominal letters "hcsc" in the Navy Directory.

b. **Royal College of Defence Studies (RCDS).**

(1) **Purpose.** The mission of the RCDS is to prepare senior officers and officials of the United Kingdom and other countries and future leaders from the private and public sectors for high responsibilities in their respective organisations, by developing their analytical powers, knowledge of defence and international defence, and strategic vision.

(2) **Administration.** The course takes place at the JSCSC, with one course per year running from January to December. Each course is attended by approximately 85 members, around 1/3 from the UK and 2/3rds from overseas; 75% are military officers of Captain/Commodore level or equivalent rank. The remaining 25% are civil servants, diplomats, police officers and representatives from the private sector. Graduates of the College are awarded the post nominal letters "rcds" in the Navy List.

c. **Advanced Command and Staff Course (ACSC).**

(1) **Purpose.** The aim of the ACSC is to prepare selected officers for high-grade joint and single Service appointments by developing their command, analytical and communications skills and by providing a broad understanding and knowledge of joint, single-Service and combined operations, of the management of defence in the United Kingdom and of the wider aspects of defence as a whole. As a secondary benefit it allows the students to develop a strong tri-Service and international peer network.

(2) **Administration.** There is one course each year, currently of 46 weeks, commencing in August/September and completing the following July. Graduates are awarded the psc(j) competence in JPA and the post nominal letters 'psc(j)' in the Navy List.

(3) **Selection Criteria.** The following criteria are to be used to select candidates for the ACSC:

(a) Rank - SO2 (with a promotion profile) or junior SO1.

(b) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(c) Report portfolio that consistently demonstrates intellectual capacity.

(d) Reference to ACSC suitability either on an ICSC(M)/(L) report or on recent OJARs/Insert Slips.

(e) Serving on or selected for FTC.

(4) **Selection of Students.** The annual timetable for student selection for ACSC needs to balance the many commitments which follow the annual promotion round with the need to identify and promulgate staff course selections as early as possible. Staff Course selections will, of course, be inextricably linked to the conduct and outcome of the annual promotion round and Career Managers will need to be sifting plots for likely candidates before and during this period. The promotions themselves, once in the Career Managers' domain, will permit further and more specific targeting of ACSC candidates but any timetable must take account of the heavy loading on Career Managers after the promotion round and the impact of the summer leave period. Taking all these factors into account, the following annual timetable is to be followed:

Date	Activity
Sep	Initiate Branch selection processes.
Dec	ACSC selection questionnaires[1] issued.
Feb	ACSC Selection Board sits[2], recommendations passed to CMs for confirmation of ACSC nominations.
Apr	CMs finalise ACSC nominations.
May	ACSC Signal released, assignment action initiated.
May through Aug	Critical Thinking Skills Courses.
Aug/Sep	ACSC starts.
Jul	ACSC completes.

(5) **RM Candidates.** RM attendance at ACSC is by the selection of personnel from the proceeding OF3 to F4 promotion signal, or junior OF4, via the following criteria:

(a) Reach to OF5, based on seniority, time to serve and promotion recommendation.

(b) Report portfolio that consistently demonstrates intellectual capacity.

(c) Reference to ACSC suitability on recent OJARs/Insert Slips.

[1] The ACSC questionnaire is to help ascertain the candidates' motivation for undertaking the course.
[2] The Board considers all the completed questionnaires and identifies candidates who present a potential training risk.

(d) Identified as talent management.

(e) Serving on or selected for FTC.

d. **Intermediate Command and Staff Course (Maritime) (ICSC(M).**

(1) **Purpose.** The aim of the ICSC(M) is to contribute to Stage 1 career training by preparing Lts/Capts RM and Lt Cdrs/Majs for SO2 command, charge and staff appointments in developing their command, analytical and communication skills, knowledge of defence and UK military capabilities. It also evaluates their potential for further staff training.

(2) **Administration.** The course lasts 8 weeks and there are generally 5 courses a year. Course dates and capacities may be found in JPA.

(3) **Selection of Students.** Attendance on ICSC(M) is intended primarily for CC officers at SO3 or junior SO2 levels. Every effort must be made by CMs to get CC officers on this course as a precursor to Charge/PWO career training and subsequent selection for ACSC. Nominations are co-ordinated by SO2(X)HM. Names should be entered in JPA course bookings, SO2(X)HM will announce the closing date for names prior to each course and will resolve numbers if oversubscribed.

(4) **RM Candidates.** RM Officers not selected to attend ICSC(L) should undertake ICSC(M) as a staff course following selection for promotion to OF3. Failure to conduct an ICSC may impact future employment options. All RM nominations are coordinated via OF RM SO2A.

e. **Intermediate Command and Staff Course (Land) (ICSC(L)).**

(1) **Purpose.** The ICSC(L) provides intermediate staff training for RM Officers following their selection for promotion to Major. It is the primary RM Career Stage 1 initial staff training. The aim of the course is to prepare selected RM Majors for sub-unit command and on the staff up to and including Lieutenant Colonel by developing their command, analytical and communication skills, and by providing a broad tactical and technical understanding of military capabilities, in the context of land component operations and management within Defence.

(2) **Administration.** The course lasts 26 weeks and has a nominal capacity of approx. 200 RM & Army students. ICSC(L) runs an annual two course series, with start dates of Sep (A Cse) and Jan (B Cse). Course dates and RM capacities are managed by OF RM SO2A in coordination with the JSCSC.

(3) **Selection of Students.** OF RM SO2A loads RM Officers to attend ICSC(L) courses. The officers selected can be both DE and SCC RM officers.

(4) **Pre-Course Preparation.** All RM officers must have completed the relevant mandatory Officer Career Development courses detailed in BRd 3(1) Chap 97 (before they can be assigned to the course. They will also be assigned to the Advanced Amphibious Warfare Course prior to their respective ICSC(L) intake if assignments allow.

(5) **Continued Professional Development.** ICSC(L) awards accreditation towards a Modular Masters Programme.

f. **Amphibious Employment Training**

(1) **Amphibious Training - Basic.** Amphibious Training (Basic) is undertaken in RMYO (Phase 1) training at CTCRM.

(2) **Amphibious Training - Intermediate.** Amphibious Training (Intermediate) is a fundamental part of the RM officer continuous professional development. The Amphibious Operations Planning Course (AOPC) at MWC, Collingwood (1 week) is appropriate for all SO3/SO2 staff appointments in 3 Cdo Bde RM or other operational battle staffs.

(3) **Amphibious Training - Advanced.** The Advanced Amphibious Warfare Course (AAWC) (4 weeks at JSCSC) should ideally be completed prior to attendance at ICSC(L), sub-unit command or ACSC.

g. **Overseas Staff Colleges Attendance and Accreditation.** Arrangements exist for RN attendance as students or, in some cases, as DS in a variety of overseas Staff Colleges. For SO1 and below these opportunities and nominations are coordinated by the CM Career Field team . Officers who successfully complete an Overseas Staff Course or complete a full tour of duty as DS should be accredited with the appropriate competence on JPA which carries the post nominal accreditation ‘psc(j)(o)’. Those who complete the NATO Defence College (Rome) Course should be accredited with the appropriate competence on JPA and post nominals ‘ndc’. Officers attending Senior Overseas Staff Colleges (ranks OF5 and above) should be accredited with the appropriate competence in JPA and post nominals ‘sondc’. These accreditations must be initiated by Career Managers since they are not automatic at source. CM CF DEL SO1 should be consulted if there is any doubt as to which courses qualify for accreditation.

2. Post Graduate Defence Studies

a. **Admiralty Board Policy.** The Admiralty Board recognises the increasing need for officers to develop skills in business management and international studies in order to compete for posts within the joint community. Availability to undertake such training will depend on individual circumstances, career management and the needs of the Service. These factors are reflected in the selection criteria governing each course and are discussed further below.

b. **General Selection Criteria.** The following points should be borne in mind when advising officers who enquire about these schemes or indeed when Career Managers deem it correct to advise officers to consider applying for them. All applicants should be of well above average intellectual ability and have proven staff skills (this does not imply completion of ACSC). They need to be sufficiently personable and knowledgeable about defence matters in general to be an influence for good amongst all with whom they will come into contact. At the end of the officer's time the academic institution attended must believe that the Royal Navy has a high calibre person and the staff and undergraduates should have a better understanding of defence matters through their influence. Career Managers are to be proactive in seeking candidates for postgraduate studies and to give such mid-career training proper consideration as a viable alternative to staff training in overall career management.

c. **Postgraduate Studies - Selection Procedures.**

(1) A variety of opportunities exist for officers to undertake Postgraduate Studies related to International Relations, Business Management/Administration and Human Resources. Details of all these courses and any pre-requisite educational requirements are published annually by DIN. Applications for such training are to be managed in accordance with the procedures described below.

(2) CM OF ENG TMSO1 will administer the application and Boarding processes, promulgating details of courses and procedures for applicants by e-mail.

(3) In assessing each applicant for any course, the aim is to determine the relative suitability of the candidates, taking into account the following:

(a) Individual career management.

(b) The Service return on the training investment.

(c) The ROS requirement attached to post graduate studies.

(4) Applications for full or part-time DCMT/Cranfield University courses will be considered by the DDPD Postgraduate Selection Board (PSB). Applications for the Hudson Fellowship the MPhil and other research fellowships will be considered by the Academic Scrutiny Board (ASB).

3. Funding of External Training

a. Within the DDPD delegated budget, tuition costs are funded from the External Training Budget (ETB). This budget area covers the following elements of external training for officers:

(1) Foreign Military Sales (FMS) courses in the USA e.g. Persian Farsi language training, Ocean Surveillance training, USA Staff College attendance.

(2) Attendance at the NATO School (SHAPE), Oberammergau.

(3) Postgraduate full time and part time degree courses e.g. MPhil, MBA, MSc at UK universities.

(4) NATO Fellowships, Defence Fellowships, Service Fellowships, the MPhil in International Relations at Cambridge University and the Windsor Leadership Trust

(5) Diploma of Accounting course and Management Accounting courses.

(6) Courses required by Dir P&T personnel in order to undertake their responsibilities.

(7) Textbook expenses, thesis typing, binding and translation, internet connection and limited travel costs for the courses at sub para 2 and sub paras 3.a (1), (2), (3), (4), (5) and (6) above and also for postgraduate courses where there is no charge e.g. DCMT Shrivenham and Cranfield University.

(8) DGNCS external training.

b. **Postgraduate Studies.** Bids for major career courses such as Postgraduate Studies which fall within the ETB will be collated by CM OF ENG TMSO1 in July/August each year for the following year's STP. This includes the Higher Defence Studies listed earlier and other career Master's courses required by each Branch. All CMs will be required to forecast their plot training requirements across the 4 years of the PR Round. These bids will then be costed by the DDPD Business Manager prior to assessment by the DDPD Management Board. If the total cost of bids exceeds the available funding an exercise in prioritisation will be conducted under the auspices of DDPD. This process may include researching the cost of alternative equivalent courses at a variety of UK universities to identify the most cost-effective solution within overall allocations.

c. **Other Training Needs.** Outwith the funding of career courses described above, there will be a variety of external training needs which must be sanctioned on an individual basis through CM OF ENG TMSO1 and the DDPD Business Manager. The procedure for this is as follows:

(1) Applicant for RN/RM sponsorship submits letter of request to their CM.

(2) The CM forwards the request to CM OF ENG TMSO1 using the proforma at Appendix 1 to Annex 59F, which includes a supporting statement from the CM.

(3) CM OF ENG TMSO1 designates a priority category using the following criteria:

(a) **Priority 1 - Essential.** Training with SOC HTQ support i.e. full-time courses whose capitation costs are included in the HTQ.

(b) **Priority 2 - Desirable.** Training which will benefit the Service, but which is not essential.

(c) **Priority 3 - No Requirement.** Training which may have a potential long-term benefit but for which there is no immediate requirement.

(4) CM OF ENG TMSO1 liaises with the Business Manager to determine availability of funding for individual requests. For any course longer than one year's duration, funding must be sought on a year-by-year basis with no guarantee of approval for further funding.

(5) CM OF ENG TMSO1, advising as required, decides the outcome of the request and notifies the CM using the proforma at Appendix 1 to Annex 59F.

(6) The CM, in turn, notifies the applicant. This notification should be copied to the DDPD Business Manager, to whom all invoices should be forwarded by Universities etc. In the case of postgraduate courses, applicants should also be advised of the following:

"DDPD will consider claims for financial assistance for the cost of text books essential for the course, which are unavailable from libraries or other no-cost sources, up to a maximum of £600 p.a. - the year commencing from the date of the commencement of the course. Costs of Internet research will be covered within the £600 pa. allocation, as will any typing, binding and translation of a thesis or project where no such facilities are available from service resources. Completed claim forms, together with receipts, should be forwarded to the Business Manager who will arrange reimbursement."

(7) The form to be used for claims is at Appendix 2 to Annex 59F which should be reproduced locally.

APPENDIX 1 TO ANNEX 59F

APPLICATION FOR MOD FUNDING FOR ROYAL NAVY EXTERNAL TRAINING

Name:	Rank:	Career Manager:
Course Required:		
Next Assignment:		
Length of Course:	Total Cost*:	Funding Bid:

*including course fees, exam fees, additional seminars, any other costs.

JUSTIFICATION

CAREER MANAGER'S ASSESSMENT

ESSENTIAL:	DESIRABLE:	NO REQUIREMENT:

DATE: CAREER MANAGER'S SIGNATURE:

OCM SO1 ETM

ASSESSMENT:

ACOS(PCAP) BUSINESS MANAGER

FUNDING: AVAILABLE/NOT AVAILABLE

DATE: BM SIGNATURE:

DECISION

SERVICE FUNDS ARE/ARE NOT AVAILABLE FOR THIS COURSE

NB. If approval is given the commitment is for 1 year only. An application will be required for any subsequent years, with no guarantee of approval.

DATE: OCM SO1 ETM SIGNATURE:

APPENDIX 2 TO ANNEX 59F

ROYAL NAVY 'IN SERVICE' EXTERNAL TRAINING: CLAIM FOR FINANCIAL ASSISTANCE FOR EXPENDITURE ON TEXT BOOKS, INTERNET COSTS AND TYPING AND BINDING OF A THESIS OR PROJECT

To be submitted under cover of a MoD Form 1108, to: ACOS(PCap) Business Manager, Rm 218, West Battery, Whale Island, Portsmouth, PO2 8DX

Name .....

University/College .....

Course of study .....

Address for payment .....

.....

EXPENDITURE ON BOOKS

OFFICE USE

TITLE	AUTHOR	PUBLISHER	PRICE	
			Total for Refund	

EXPENDITURE ON INTERNET

OFFICE USE

DETAILS	COST	
Total for Refund		

EXPENDITURE ON BINDING/TRANSLATION

OFFICE USE

DETAILS	COST	
Total for Refund		

Certified that the above titles of books purchased are essential to the course of study being pursued, and the typing and/or binding of the thesis/project as shown above was necessary.

Date .....…….. Signed (by Tutor) .....……

Date .....…….. Signed (by Applicant) .....…….

Notes:

1. Receipts and bills for all purchases must accompany this form.

2. Books remain the property of the Ministry of Defence and when no longer required are to be surrendered to the MOD Library, 3-5 Great Scotland Yard, London SW1A 2HW.

3. Second hand books may be purchased but receipts will be required.

ANNEX 59G

LENGTHS OF ASSIGNMENT

1. For planning purposes, normal lengths of assignment for non-squadded personnel are to be taken as follows:

a. **Ships and Submarines:**

Officers: 21 ± 3 months for Surface Ships; 24 months for Submarines; 30 - 36 months for FSA for WESM/MESM Lts.

Ratings: Up to 36 ± 3 months for ships and submarines.

b. **Survey Ships:** 24 months.

c. **Squadrons:**

O/P Officers (other than AASB2 positions): 30 months +/- 6 months

AASB2 positions: 24 months

Other OF positions: 24 months

Ratings: Lengths of assignment vary between rates and specs. Refer to relevant CM.

d. **UK Shore Positions:**

Officers: 30 ± 6 months.

Ratings: Dependent on SAVDATE.

RM units: 24 ± 6 months.

e. **FOST Sea Riders:** 24 months.

f. **OPTOURS:** 6 months.

g. **Falkland Islands:** 6 months.

h. **DE&S:** 30 ± 6 months.

i. **MOD Central Staff & Rotational Positions:** 30 months.

j. **Technical Officers Standing by Ships In Build:** Up to 4 years and can be considered as 2 assignments.

k. **Security Positions:** 36 months.

l. **NATO Assignments:** 30 months (Any variation to be agreed with appropriate NATO authority in advance).

m. **LFS Accompanied:** 24 - 30 months.

The minimum period is of particular importance because of financial constraints. Individuals may request up to three months variation in the length of their foreign assignment by application to their CM. Applications to reduce tour length cannot be made after 18 months and extensions of assignments cannot be requested after 24 months. Each case will be considered on its merits. Extensions of LFS in excess of six months will not normally be allowed.

n. **LFS Involuntarily Separated(e.g. BIOT)** 12 months.

o. **PJHQ:** 24 months.

2. LFS Exchange and Loan Positions

Certain exchange posts and loan posts are subject to a specific length of assignment as laid down in the relevant agreements.

3. Over-zone Officers Ashore in UK

The need to re-assign individuals approaching the end of their careers to broaden their range of experience is much less than that for more junior personnel. Accordingly assignments for these individuals may be for as long as convenient to both the Service and the officer or rating, subject to regular review.

4. Royal Marines Officers

For planning purposes, the normal length of an assignment for a trained officer is 2 years. Officers may request to remain in their assignment for a further year. Longer extensions (i.e. over 3 years) are exceptional.

ANNEX 59H

THE USE OF FULL TIME RESERVE SERVICE AND ADDITIONAL DUTIES COMMITMENT PERSONNEL

1. Introduction

a. The regulations for the use of Reservists on the Full Time Reserve Service (FTRS) scheme are laid down in BRd 3(1) Chapter 102 and BRd 3(2) Chapter 18. This Policy Statement does not replace any of these regulations, which remain extant. It does, however, provide explanatory guidance to all staff involved in the application and administration of the scheme regarding issues not covered by the regulations. It does not affect the financial or non-financial remuneration packages associated with the scheme: FTRS is a tri-Service scheme and Director Reserve Forces & Cadets is overall custodian of the regulations.

b. FTRS enables established positions that cannot be filled by Regular Service personnel to be filled by members of the Royal Fleet Reserve, Royal Naval Reserve and Royal Marines Reserve. To ensure that usage is consistent with the manning situation at the time, however, the scheme is normally subject to some controls.

c. Additional Duties Commitment (ADC) is a part-time derivative of FTRS; its regulations are laid down in BRd 3(1) Chapter 103 and BRd 3(2) Chapter 19.

2. Control of Overall FTRS Numbers

Workforce deficits are identified and broken down by rank and specialisation as part of the annual workforce planning cycle. In addition, details of those on FTRS filling gapped positions are identified. Dir P&T HQ N5 SWP will assess these inputs against other known or predicted criteria (GTS, etc) and then promulgate maximum numbers for each rank and specialisation that can be engaged on FTRS for the following year. Exceptional approval is required from DDPD to exceed these annual quotas.

3. Length of Commitments

All new commitments normally default to a maximum initial length of 12 months. Twenty-one-month commitments can be granted at the discretion of CM Reserves. Exceptionally, commitments in excess of 21 months duration, determined by the wider demands of the Service (i.e. how important is the position, how many applicants are there for the post, is there a continuity issue, etc?) would need approval from DDPD. However, all sea service/frontline positions should normally attract initial commitments of no more than 24 months in length.

4. Banding of Commitment

Any position being considered for the FTRS scheme (including an extension to an existing FTRS commitment) undergoes a rigorous audit, led by the deployer (CM Reserves) in consultation with the employer, branch structures manager and workforce planner. It confirms the following:

a. The continuing need for the position to be complemented by Regular Service personnel rather than MSF, civilian or contract (a DDPD/employer decision).

b. That a comprehensive trawl has taken place to ensure no Regular personnel are available to fill the position for the duration of the commitment being considered (DDPD decision).

c. There is no scope to fill the position with a Reservist(s) on an Additional Duties Commitment (i.e. 'Part Time' Reserve Service) (DDPD/employer decision).

d. The Types of Commitment are summarised as follows:

(1) Home Commitment (HC), where the duties involved do not necessitate deployment or detachment outside the local area, is to be the default commitment offered. Exceptionally, use of FC/LC (see below) may be approved by DDPD, in consultation with COMMARRES/Functional Employer for RNRs.

(2) Limited Commitment (LC) may be offered if the individual is required to detach/deploy for up to 35 days a year, but no single detachment exceeding 21 days per year, to carry out the defined duties. This could potentially include Crisis Donor Positions.

(3) Full Commitment (FC) will apply to all sea-going/front line positions, as well as to other commitments that necessitate a liability or requirement for detachment/deployment exceeding 35 days a year. A Crisis Donor position will normally require any FTRS incumbent to be on FC, although consideration should normally be given to re-allocating these within the employer's Establishment. In addition, in a situation where there is little or no defined Crisis requirement for a reservist about to fill the Crisis Donor position on FTRS, HC would normally be offered.

5. Deployability of FTRS Personnel

a. Unless overriding market forces dictate otherwise, personnel offered FC are normally to have the following clauses included in their written terms of commitment:

"You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your career manager [or COMMARRES for RNR/RMR personnel]. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required). Additionally, in certain circumstances, the Service may exercise the option of deploying FC FTRS personnel to other positions ashore or at sea, with normal assignment notice (3 months shore/5 months sea)."

b. Personnel offered LC are to have the following clause included in their written terms of commitment:

> "You may be required to undertake any detached duties in support of operations or exercises as required by the CO of your employing unit or your Career Manager [and COMMARRES for RNR/RMR personnel], for up to 35 days in the UK or overseas in any one year with no single detachment lasting in excess of 21 days. These duties may involve skills or competences out-with the specific terms of your normal daily employment, but will be within your military experience as a Reservist (subject to additional training as required)."

6. RNR/RMR Personnel Serving on FTRS

RNR/RMR personnel extending, or applying to join, on FTRS will have an additional clause in their terms of commitment stipulating the mandatory requirement for the employer to release the individual for their Annual Training Commitment (outside of the individual's leave entitlement). This is to be signed by both the employer and individual. Additionally, all RNR/RMR personnel applying for new, or extensions to, FTRS commitments are to have their applications approved by both their RNR/RMR Unit CO, in line with the guidance provided to the units by COMMARRES. As part of this approval process, the Reserve Units are to assess all RNR/RMR personnel volunteering for FTRS and recommend to CM Reserves any amendments to the commitment, to include any specific conditions pertaining to the requirements of their RNR/RMR specialisation.

7. RMR Ranks Transferring to RM Open Engagement

RMR ranks aiming to transfer to an RM Open Engagement are required firstly to undertake an FTRS (FC) commitment with an RM Unit and need to be recommended for transfer by the CO. In exceptional circumstances, when RMR Mnes are specifically selected for technical SQ courses (RMCT or TT), this probationary year can be waived by the RM Branch Manager, if supported by suitable Commanding Officer’s recommendations. The RMR FTRS(FC) probationary year is intended to ensure RMR personnel are of the required standard to transfer to OE. This requirement may, if in manning balance, lead to a small overbearing of GD Mnes. However, given GD ranks are continually being selected for SQ training, this will not cause long-term structural problems, but NPS authorisation may be required.

ANNEX 59I

NARRATION OF PERSONAL TURBULENCE ON JPA

1. Career Managers are required to record Personal Turbulence data on JPA to enable a quick cross reference for identifying individuals that have not breached the personal turbulence guidelines (see Chapter 22 Section 2). The recording of the number of serials and days will give rise to a fair process by which those with the least or indeed no recorded serials are considered first.

2. In order for this process to create as little administrative burden as possible upon the assigning authorities, the wording requires to be succinct and easy to reference. This wording also needs to highlight as to whether an individual was moved for an exercise, event or operational requirement. Content for the narration is to be placed within the "Rank Review Text" field on JPA and must follow the following format:

a. **MOVE.** This first word states that an individual had been subjected to personal turbulence and also acts as the key word for filtering using the "custom" option when consulting Key Data.

b. **MOVE(1).** The number contained within the bracket clarifies how many times an individual has been subject to personal turbulence during any rolling 12 month period. This also helps to rule out those who have already been subject to a third cycle of personal turbulence.

c. **MOVE(1) NTM (5).** The Notice To Move (NTM) with corresponding days in brackets is also to be noted. To alleviate confusion the NTM is only to reflect the move related to the current / last serial and not a total number of days given for all moves.

d. **MOVE(1) NTM(5) HMS KENT.** To avoid any confusion as to which platform / unit required an individual to be moved, the platform / unit is to be stated should any cross reference for whereabouts be required. Examples are:

(1) **MOVE(1) NTM(5) HMS KENT.** In this format the move would reflect an operational requirement resulting in an assignment order to a specific Personal Identification Device (PID).

(2) **MOVE(1) NTM(5) HMS KENT MA10A.** The inclusion of MA10A would signify that the move was for a requirement during an exercise, e.g. JOINT WARRIOR, with an individual being assigned to this margin for the respective platform / unit.

(3) **MOVE(1) NTM(5) HMS EXCELLENT MA10B.** The inclusion of MA10B would signify that the move was required for an event, e.g. November Ceremonies, with an individual being assigned to this margin for the respective platform / unit.

e. **MOVE(1) NTM(5) HMS KENT 10 DAYS.** The number of days for a single serial will also help to ensure that an individual does not exceed the number of days they could expect to be subjected to personal turbulence during 3 moves.

f. **MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13**. The Start Date (SD) would state at which point an individual commenced their 12 month cycle.

g. **MOVE(2) NTM(4) HMS KENT 10 DAYS SD 01/10/13 (20).** Career Managers (CM) would be required to accurately record any movement associated with personal turbulence during the assigning process. This would require the addition of OPDEF moves and days. The number of days for a single serial would remain next to the corresponding platform / unit, with the total number of days stated in brackets at the end of the SD.

ANNEX 59J

OFFLINE PE-OPDEF, PERREQ OR NOWD SUBMISSION

1. During times of limited connectivity or units with low bandwidth that prevents them using the SCIO App to upload their PE-OPDEF, PERREQ or NOWD units are to complete the PDF request form that can be found using the link in the footnote[1]. Unit workforce coordinators are encouraged to download and save a copy of this form to their units IT system for future use.

2. To enable full utility of the PDF document it must be opened in **Adobe Acrobat Reader** and not in an internet browser or Word. The completed request should be saved as a PDF.

3. Once the PDF is completed as per the normal PE-OPDEF, PERREQ[2] or NOWD instructions, it should be saved using this file name standard:

YYYYMMDD-UNIT_OPDEF/PERREQ/NOWD_NUMBER_Cat-OSP

e.g. 20230705-NORT_OPDEF_01-23_B2-OSP

4. The completed PDF should then be emailed as an attachment to NAVY PEOPLE-OPS CAP MAILBOX (MULTIUSER)[3] with the Subject title being the same as the file name of the attachment.

5. Units will receive an email acknowledging receipt within 24 hours[4] as well as confirmation of the PE-OPDEF, PERREQ or NOWD number. If this has not happened there is a chance that it has not been received. The onus is on Units to chase up the received acknowledgement to ensure their request has been submitted.

6. Further details on completing the PDF version are available in the Desk Instructions[5].

7. For reference, the PDF document looks like this:

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[1] The PDF can be found at this location: https://gbr01.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fmodgovuk.sharepoint.com%2Fsites%2Fdefnet%2FNavy%2FDocuments%2FOperational_Deficiency_Request.pdf&data=05%7C01%7CGary.Tregunna253%40mod.gov.uk%7C910cca6f89254b595b7f08db89016e1c%7Cbe7760ed5953484bae95d0a16dfa09e5%7C0%7C0%7C638254411454564496%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=%2BbkCGqWujOVl823GxKEcNqIouzFU%2B5upwMY8EWg8tMY%3D&reserved=0

[2] NB - PERREQs do not require an 'Effect' statement, any attempt to add 'Effect' information to a PERREQ will prevent the whole PDF being downloaded to the database.

[3] NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk

[4] During the working week, up to 72 hours at weekends.

[5] Instructions are available on request via NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk if not already held.

Operational Deficiency Request

Please complete this form, ensuring that the position JPAN is correctly entered.

Type	PE-OPDEF	Date	
Position JPAN			
Position Name			
Category and Repair Indicator	A1	Gender	Free
Lower Rank	OR1	Higher Rank	OR1
Dept & Sub Dept			

Effect

Reason for Absence	Assigned without relief		
Required Action	PR Required		
From Date		To Date / PR Required	

Remarks

OFFICIAL – SENSITIVE (When Completed)

OFFICIAL - SENSITIVE

Competence Detail

Sitrep Changes from Original

Rectify

Rectification

Rectification Date

Notes

Version ppdef_v1

ANNEX 59K

THE DIGITAL PERSONNEL SUPPORT REQUEST (D-PSR)

1. The Digital Personnel Support Request (D-PSR) is automatically sent via SCIO to the Line Managers (LM) of individuals who are considered suitable to move to another role at short notice via a WF trawl. It is now an on-line process using the SCIO App and is activated by P-Ops on SCIO and transferred between the Individual being trawled, their LM, HoD and CO, similar to an SJAR / OJAR. It is then returned to P-Ops electronically via SCIO. The LM of an SP selected for a trawl will be notified that a trawl is in process via an alert on the SCIO app. Select the icon, then select on the notification.

2. The D-PSR gives the unit and the individual a chance to explain any personal and professional factors which they want to be considered by the trawling authority in making their selection. The D-PSR statement is the only source of information used in assessing the likely impact of a short notice move. The D-PSR statement is also an individual's chance to volunteer to fill a gap, if the timing and location suit their circumstances. **NB** If no D-PSR statement is submitted, it will be assumed that there are no professional or personal considerations that are affected by the move and therefore the individual is available.

3. It is important that any information included in the D-PSR statement is unemotional, objective, and honest. Provide as much detail as needed and include those things that will have a major impact on the individual and their immediate family (personal) and to the employer (professional). Care should be taken to include only those things that have a major impact rather than just an inconvenience e.g. it is not the RN's responsibility to provide a solution to child-care support, however, if the normal child-care arrangements are not possible due to an unforeseen circumstance then this may have a major impact on the individual.

4. There may be a temptation to overstate the case; this however can lead to further investigation that may even question a person's suitability for continued retention in the Service where personal circumstances are deemed so severe that they are not compatible with the demands of Service life.

5. Select 'Save' to save the current progress of the D-PSR (user will be able to return to it at a later time), 'Send and Forward to SP' (sends D-PSR to the SP for the input of Personal Consideration), 'Send and Forward to HoD' (sends D-PSR to HoD for comment once the Personal and Professional Consideration boxes are complete). HoD's have the option to forward to CO, or 'Save and Forward to P-Ops' if it is deemed that CO comments are not required.

6. Once all D-PSRs / Word PSRs[1] have been received, they are reviewed by the trawling authority, a selection made, and the individual's LM informed via SCIO and automated email. LMs will also be informed if an individual has not been selected. In complex cases, the decision will be made at OF-5 level.

[1] For units that cannot access SCIO

7. For units unable to conduct the on-line D-PSR process, they should inform P-Ops immediately[2]. They should then use the current 'Word' PSR proforma and, once completed, send it back to the issuing officer's role account, not the P-Ops multiuser account.

8. For an ambitious Service Person there is a real opportunity to benefit from providing cover for short notice requirements; the individual can gain experience and training as part of a deployed unit, complete tasks required for advancement or promotion, and make a real difference where it matters.

9. Detailed instructions on completing a D-PSR are available within the SCIO App and within the first draft of DIs sent to each BWO, EWO, Coxn etc[3].

10. For reference the MS Word PSR proforma is at Appendix 1 to this Annex.

[2] By emailing NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk.
[3] Desk instruction can be requested via NAVYPEOPLE-OPSCAPMAILBOX@mod.gov.uk

APPENDIX 1 TO ANNEX 59K

PEOPLE OPS PERSONNEL SUPPORT REQUEST STATEMENT

YYYYMMDD-PSR-UNIT_OPDEF / PERREQ_PE_NN-YY_NAME-OSP

This proforma **MUST** be used when responding to any trawl / request for personnel where professional and personal considerations are necessary to inform decision-making when receiving Unit does not have SCIO connectivity.

REQUEST[1]

Request Reference[2]	YYYYMMDD-Unit_OPDEF_PE_NN_YY_(xx)-Trawl-OSP		
Date Request Raised[3]	DD MMM YY	**Date(s) Required**	DD MMM YY – DD MMM YY
Unit / Position / Line No.	xxxx / xxxx / xxxxxxx		
Job Description	xxxx		

NOMINATION[4]

Name & Initials			
Rank / Rate		**Service No.**	
Parent Unit			
Job/Title in Parent Unit			
Volunteer (YES or NO)			
MOD Contact No.		**MOD Email**	
Professional Considerations[5]			
Personal Considerations[6]			
Line Manager		**Rank / Rate**	
MOD Contact No.		**MOD Email**	
Is there an open RNFPS welfare case?		**Do you give authority for People Ops and RNFPS to discuss this?**	

[1] To be completed by organisation authorised by People Ops to initiate trawl (i.e. People Ops Operations or Augmentation, CM or RCM).
[2] Name of operation, exercise, event, PE OPDEF ref, or PERREQ ref as appropriate.
[3] Date request / trawl sent to supplying unit.
[4] One form per individual nominee. To be completed by the nominee's line manager in consultation with the individual.
[5] Impact on parent unit if nominee removed for duration of request. Dates of key activities / events to be included.
[6] Personal issues affected by removal from post for duration of request. Dates of key activities / events to be included. If none, must state "Nil".

Head of Department's Comments			
Name		**Rank / Rate**	
Commanding Officer's Comments			
Name		**Rank / Rate**	

DECISION

CM / RCM Comments[7]			
Name		**Rank / Rate**	
Trawling Authority's Comments and Decision[8]			
Name		**Rank / Rate**	

[7] To include details of PFS breaches, recording of personal turbulence, and appropriate comments on assigning history (last 3 years).
[8] To be completed by organisation initiating trawl. To include decision/outcome of trawl. If the individual is used to fill the requested position, details of when they were informed **must** be included.

ANNEX 59L

SCIO PE OPDEF, NOWD AND PERREQ INSTRUCTIONS

1. The new People Ops SCIO application is now the default way of reporting all PE-OPDEF's, PERREQ's and NOWD's. Users can find detailed help on how to use the application by using the question mark icons within the SCIO application. Desk Instructions (DIs) are available within the App.

2. If the SCIO application is offline or unavailable for units due to operational reasons, users are to email the People Ops Multiuser NAVY PEOPLE-OPS CAP MAILBOX (MULTIUSER) as per the details in Annex 59J.

3. Raising a new PE-OPDEF / PERREQ / NOWD

a. To raise a new PE OPDEF / PERREQ / NOWD, the Executive Warrant Officer (EWO) / Base Warrant Officer (BWO) / Coxswain (Coxn)[1] of the unit is to select People Ops from the main menu of SCIO. The main menu of SCIO can be accessed via either the laptop icon on the left-hand side of the screen or by the 4-box icon in the top right of the screen.

b. This will open the PE OPDEF / PERREQ / NOWD log for the Unit. Users will only be able to access all PE OPDEF's / PERREQ's / NOWD's for their Unit. All the details of the request and any subsequent updates from People Ops can be viewed by selecting the Action Menu icon and selecting View Request.

c. To raise a new PE OPDEF / PERREQ / NOWD, select Create Operational Deficiency. This will bring up the request creation menu. Select the type of request that is appropriate from the options of OPDEF / PERREQ / NOWD. Once the type of request has been selected, all mandatory fields, indicated with red tabs in the corner of each applicable box, must be completed before the App will allow the submission of the request.

d. The requirement on the request page contains seven boxes which detail the position and category of the PE OPDEF / PERREQ / NOWD. A guide to completing these boxes and the information required is as follows:

(1) **Date.** The date box will automatically populate with the current date and time in which your computer is set to.

[1] This role may be titled differently within Shore Units / Naval Air Squadrons.

(2) **Position.** This box is for the JPA Position Number (JPAN) applicable to the position that the request is for. To enter the JPAN, either click within the box and begin typing the JPAN or select the icon next to the position box and begin typing. To search for the JPAN, either press the enter button on the keyboard or the magnifying glass icon on next to the box. Check the search result applies to the position you are raising the PE OPDEF / PERREQ / NOWD for and select it to populate the position box. If the position name is incorrect, check the JPAN has been entered correctly. If no search results are populated, the JPAN has either been entered incorrectly, it is not applicable for the user's unit or it is a non-liability driving JPAN and therefore a PE OPDEF / PERREQ / NOWD cannot be raised against it.

(3) **Gender.** The App will auto-populate this box with Gender Free. If the position is gender restricted, select the arrow on the right side of the box and select the appropriate gender restriction.

(4) **Lower Rank/Upper Rank.** If the position can be filled by a different rank/rate than it is assigned to, select the icon on the right side of the lower rank and upper rank boxes and select the appropriate rank range.

(5) **Department and Sub-Department.** This box will auto-populate when the JPAN is entered.

(6) **Category and Repair Indicator.** To enter a category, select the drop-down arrow on the right side of the box. The PE OPDEF / NOWD category must reflect the impact of the gap on OC using the Effect Category and Repair Indicator as seen below.

4. **Effect Category** is a statement of impact on OC and should be interpreted as:

A. Major capability inoperative.

B. Major capability significantly degraded.

C. All other OPDEFs / NOWDs.

5. **Repair Indicator** is a statement of support needed:

1. Immediate rectification required to meet Ship’s commitments or programme. Rectification will be the Ship’s primary aim and embarking the relief will override existing programme intentions.

2. Rectification required as soon as possible to meet future commitments or programming. Embarking the relief will be pursued within existing programme.

3. Rectification not required until next programmed Base Port period. Not normally applicable for PE-OPDEFs / NOWDs.

4. Rectification may await next programmed Upkeep period. Not normally applicable for PE-OPDEFs / NOWDs.

The final box on this screen should contain information on why the PE OPDEF / PERREQ / NOWD has been raised, what effect this will have on the unit and any additional information. Each separate box heading will turn green once text has been inputted. A guide to completing these boxes and the information required is as follows:

a. **Effect** – This box must accurately reflect the impact on OC, bearing in mind current, future, and contingent tasking. This should be accurately mirrored in the PE-OPDEF / NOWD category. Comments should be included here explaining the extent of the loss across the whole Ship's Company (e.g., 3 of 6 POET(WE)s gapped). Vague statements such as "Unable to achieve State 1 crewing" are inadequate as they fail to identify the impact in sufficient detail to enable decisions to be made. For those units not in Fleet Time, it should reflect the impact on key upkeep dates (SSMOB, RFSD, FD).

b. **Reason for Absence** – Select the arrow on the right side of the box and choose the most appropriate reason for the PE OPDEF / PERREQ / NOWD being raised. The From Date/To Date boxes should be completed with the essential dates a relief is requested for. To enter the dates, select the calendar icon on the right of each box and select the appropriate dates – users are to be aware only future dates can be selected. Users are also to ensure only the most essential dates are selected, as requesting the 'gold-plated' solution dates may delay a relief being nominated, when the true requirement could be resolved much earlier.

c. **Remarks** - The remarks section of the PE OPDEF / NOWD / PERREQ is free-text and can be used to provide any amplifying comments. What do you really need and when do you really need it? Other topics to be considered are; relevant ship's programme information (up to OFFICIAL SENSITIVE and referring to the FOP if necessary); a ship / departmental PoC and contact numbers (for discussing competencies etc); any additional SQEP held onboard which might allow the Unit to sustain for a time should also be noted.

d. Once all elements are completed and there are three ticks on the sub-headings as seen below, select Next.

e. The Competence details page will list all competencies associated with the JPAN. Select the JPA competences which are considered essential (maximum of 5) for the position. For example, raising a PE OPDEF for the RPO is not enough – is it the Regulating SR function or the FDO qualification that the ship requires to maintain OC?

f. When all boxes are completed, the back arrow located in the bottom right of the pop-up box can be selected to check all information has been inputted correctly. Once all information has been checked, select Next and then Submit. This will return the user back to the home page of People Ops. A number for the PE OPDEF / PERREQ / NOWD will have been automatically populated and will be in the 'Type Ref' column. Once the PE OPDEF / PERREQ / NOWD request has been successfully submitted, the 'Results' column will show a green tick.

g. The ‘Results’ column provides P-Ops staff with a list of potential SQEP personnel based on the parameters provided within the PE OPDEF / PERREQ / NOWD. If at any stage, and prior to any nomination, the parameters change then a SITREP must be submitted detailing the new requirements to enable the automatic search process within the App to identify any new SQEP WF options. This also re-starts the seven-day timeline for any nomination as a new trawl will have to be commenced.

6. PE-OPDEF / PERREQ / NOWD SITREP

a. When any significant detail of the PE OPDEF / PERREQ / NOWD changes, a SITREP must be generated as soon as possible to inform the People Ops team of the new requirements. All category A PE OPDEF’s / NOWDs should be SITREP’d fortnightly (earlier if there is significant change) and all B or C category PE OPDEFs / NOWDs and PERREQs should be SITREP’d six monthly (earlier if there is significant change). Any PE OPDEF / PERREQ / NOWD which has not been SITREP’d within the last six months will be considered historical and no longer relevant and will be rectified by the P-Ops team.

b. To generate a SITREP, select the action menu on the PE OPDEF / PERREQ / NOWD request that requires the SITREP and select Create SITREP. The pop-up box will auto-populate the details contained in the original request. Select and edit the information which needs updating. The user can either delete all existing text or add additional text to the original request. Any text added to the original PE OPDEF / PERREQ / NOWD must include ‘SITREP’ before it to make it clear to the P-Ops team which information is new. Once all headers on the boxes are highlighted, select next, then submit. Once the SITREP has been successfully submitted, the ‘Results’ column will show a green tick.

c. To view the submitted SITREP, select the action menu on the PE OPDEF / PERREQ / NOWD which has been SITREP’s and select View Request. The most recent SITREP will automatically load. To see previous submissions, select the left arrow next to Request SITREPS. Any boxes which contain different information from the original request will be highlighted in yellow.

d. If required, a PE OPDEF / NOWD can be changed to a PERREQ and a PERREQ can be upgraded to a PE OPDEF / NOWD, if required. Select Create Operational Deficiency on the People Ops menu. In the position box, enter the JPAN of the PERREQ that requires upgrading to a PE OPDEF / NOWD. A pop-up a notification giving the option to SITREP or Raise New Request. Select Raise New Request. This will automatically rectify the original request. Follow the steps listed above to create the new PE OPDEF / PERREQ / NOWD.

7. PE OPDEF / PERREQ / NOWD Update Notifications

The unit’s EWO / BWO / Coxn will receive an email notification to their role account when P-Ops apply any updates to their associated PE OPDEF’s / PERREQ’s / NOWD’s. These notifications will include the request for more information or a SITREP, a request for the PE OPDEF / NOWD to be re-categorised and the issuing of sustains, trawls and PR / TR nominations.

8. PE OPDEF / PERREQ / NOWD Rectification

Once a TR or PR has arrived onboard a unit the relevant PE-OPDEF / PERREQ or NOWD should be rectified (not downgraded).